

WORK · A WEEKLY REVIEW

The Weekly Work Review

Thirty minutes, the same time every week. Friday afternoon or Monday morning, whichever slot you will actually keep. Five questions.

1 What's still open?

Sweep your calendar, your inbox, your messages, and your meeting notes. Every commitment goes onto one list.

☐ Calendar ☐ Inbox ☐ Messages ☐ Meeting notes ☐ Everything is on one list

2 What reached me that shouldn't have?

Pick one decision that landed on your desk this week. Turn it into a standing rule, or hand it to the person closest to it.

THE DECISION

☐ Standing rule: _____ ☐ Handed to: _____

3 Where did I run onto the field?

Name one rescue. Then ask what would have made it unnecessary.

THE RESCUE

WHAT WOULD HAVE MADE IT UNNECESSARY

4 What lives only in my head?

Write down one thing someone else would need if you were out next week, and put it where they can find it.

WHAT IT IS

WHERE I PUT IT

5 What are the three outcomes that matter next week?

Outcomes, not tasks.

- 1 _____
- 2 _____
- 3 _____