

Weekly Checklist Example

REVIEW

**This is an example of a Weekly Checklist.
You can use this as inspiration when creating your own.**

Stage 1: Get my inputs back to zero

- ▶ Any new ideas (capture them now!)
 - ▶ Inbox to zero
 - ▶ Voicemails? Slack? Whatsapp? LinkedIn? Twitter? – Anything to follow up there?
 - ▶ Capture Actions from my notebook
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Stage 2: Look back

- ▶ Gather: stuff from work bag, paperwork, post, wallet, receipts
 - ▶ Go through last week's calendar – any Actions or follow-ups?
 - ▶ Any other notes or Actions from meetings?
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Stage 3: Get my Second Brain up to date

- ▶ Go through Second Brain – are my lists up to date? Any actions or follow-ups?
 - ▶ Check Waiting For list
 - ▶ Go through @Waiting and @Action folders in email
 - ▶ Go through Project List – add an Action, if required, to Master Action List
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Stage 4: Look Forward

- ▶ Look through my Projects – what should my priority be this week?
 - ▶ Travel plans? Print out tickets, look up train times
 - ▶ Any preparation needed for upcoming meetings?
 - ▶ Any people I need to contact, or talk to about upcoming projects or plans?
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Stage 5: Questions

- ▶ When will my energy and attention be best next week? Plan accordingly!
- ▶ What can I be ruthless about? Re-negotiate my commitments to focus on what creates impact
- ▶ Am I feeling resistant towards certain tasks? How can I overcome that?
- ▶ What have been my bright and dark spots of the past week?
- ▶ Am I finding time for the people and things I love outside of work? If not, make plans