

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

- ▶ New ideas in my head -capture them now!
 - ▶ Process email inbox back to zero.
 - ▶ Voicemails? Teams? WhatsApp? LinkedIn? Twitter? Anything to follow up there?
 - ▶ Notes and actions from meetings.
 - ▶ Receipts and business cards etc. in my wallet.
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Stage 2 - Update my Second Brain

- ▶ Go through Second Brain - are my lists up to date?
 - ▶ Review Waiting For List -any resolved, or overdue and need reminding?
 - ▶ Review @Waiting and @Action folders in email.
 - ▶ Go through Calendar, 1 week behind, 2 weeks ahead - any invites, actions or follow ups?
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Stage 3 - Think ahead (like a Boss)

- ▶ What are my big priorities, deliverables and deadlines for the week ahead?
 - ▶ Review Projects List - status, progress, timeline, add new actions to Master Actions List.
 - ▶ What can I delete or be Ruthless about? Can I renegotiate commitments to focus only on what creates impact?
 - ▶ When will my capacity, energy and attention be best next week-what will I do when?
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Stage 4 - Get ready

- ▶ Travel plans and logistics -times, tickets, hotels etc. (make it smooth next week!)
 - ▶ Any printing or preparation needed for upcoming meetings?
 - ▶ Get all files/papers I need ready.
 - ▶ Any people who I need to (re)confirm plans with, or talk to about upcoming activities?
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Stage 5 - Questions

- ▶ Check in with self: mood, motivation, morale, health, wellbeing etc.
- ▶ Am I feeling resistant towards certain tasks? How can I overcome that?
- ▶ How's my rest, exercise, nutrition etc. going? What can I do next week to keep it on track?
- ▶ Am I finding space for myself, and the people and things I love outside of work?
If not, make plans now!