

WEEKLY REVIEW

DATE: _____

TIDY UP:

- Clear my inboxes (email, to do list, papers)
- Clean my workspace to prepare for next week
- Review past week's calendar, look ahead at next week
- Review my "Well Done" statement
- Review current goals and projects
- Record any calendar events, reminders, to-dos or notes that are still in my head

REFLECTION:

Walk: How was my walk with the Lord this week?

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Endeavors: Did I make significant progress on my goals, habits, & projects? What were the wins here, and how can I improve for next week?

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Energy: What things gave me energy? What took energy away? How can I do more of the former and less of the latter?

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Knots: What's still on my mind? What's the next action I need to take to get it off my mind?

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