

MODULE 3 | SESSION 15

The Importance of Your Weekly Review

What matters most is to focus on what matters most. ~ Roy Bennett

Great leaders Measure, Track, and Celebrate progress to consistently maximize influence and impact.

A Weekly Review Will Help You:

1. Retain _____ in your schedule
2. Maintain healthy _____ and connections
3. Be _____ in my work, and
4. Be more _____ and effective

4 Ways A Weekly Review Provides Greater Fulfillment And Effectiveness:

1. Reconnect with the _____.
2. Review _____.
3. Look _____.
4. Make _____.

Weekly Review Template

1. Review SIMPLE Personal Life Plan
2. Review SIMPLE Business Vision
3. Gather all loose papers and process
4. Process meeting notes
5. Review previous week's calendar
6. Review upcoming week's calendar
7. Review action/task lists
8. Review the tasks delegated to others
9. Review project lists
10. Review Tasks in Project Management app
11. Process all email and get inbox to zero
12. Schedule next week's writing and content development

13. Look at weekend schedule
14. Plan family time for the upcoming week
15. Turn off computer and phone

Fast Action Steps

1. Draft your Weekly Review template.
2. Place a Weekly Review on your calendar or schedule.
3. Try it.