

## **MODULE 4 | SESSION 18**

### **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.