

Week of _____

20 minutes, once a week
Close 5 • Look back 5 • Plan 7 • Write 3**1 Close the loops** 5 minutes

1. What's still on my mind that isn't written down anywhere?

Then give every item, and every task left over from last week, one answer: **a day**, **Someday**, **someone else** or **delete**.

2. What did I promise someone this week?

3. Which unfinished task can I simply delete?

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2 Look back 5 minutes

Planned _____ Done _____

4. What did I finish? Start here: the list is usually longer than it feels.

5. What did I plan but not do, and what got in the way?

6. Does that thing get in the way most weeks? ☐ yes ☐ no

If yes, plan around it:

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7. Which goal moved, and which did I only think about?

	☐ moved	☐ only thought	☐ not this week
	☐ moved	☐ only thought	☐ not this week
	☐ moved	☐ only thought	☐ not this week

8. What do I want to repeat next week?

Turn over to plan next week

Plan next week

Next week _____

3 Plan next week from last week 7 minutes

9. Last week I really finished _____ so next week I plan no more than _____

10. What's already fixed next week: appointments, deadlines, trips? Put them on their days first.

11. Which one to three things would make next week a good week, and which day does each go on?

1 _____ (M) (T) (W) (T) (F) (S) (S)

2 _____ (M) (T) (W) (T) (F) (S) (S)

3 _____ (M) (T) (W) (T) (F) (S) (S)

12. What's the next step for each goal, and on which day?

_____ (M) (T) (W) (T) (F) (S) (S)

_____ (M) (T) (W) (T) (F) (S) (S)

_____ (M) (T) (W) (T) (F) (S) (S)

Next week, day by day

Tasks in total _____

Fixed events first, then the one to three things and each goal's step. The hardest task goes first in its day. Leave room: the week will bring its own tasks.

MONDAY _____ _____ _____ _____ _____ _____	TUESDAY _____ _____ _____ _____ _____ _____	WEDNESDAY _____ _____ _____ _____ _____ _____	THURSDAY _____ _____ _____ _____ _____ _____
FRIDAY _____ _____ _____ _____ _____ _____	SATURDAY _____ _____ _____ _____ _____ _____	SUNDAY _____ _____ _____ _____ _____ _____	SOMEDAY · WAITING FOR _____ _____ _____ _____ _____ _____

4 Write it down 3 minutes

Done _____ of _____

Went well:

Didn't happen, and why:

Next week: