

Weekly Review Worksheet

Review Tickler File	Notes
<input type="checkbox"/> Handle e-mail <input type="checkbox"/> Print for Tickler or calendar	
<input type="checkbox"/> Clean In-box <input type="checkbox"/> File papers and notes <input type="checkbox"/> Pay/Schedule bills <input type="checkbox"/> Update checkbook <input type="checkbox"/> File receipts <input type="checkbox"/> Clean up Capture Device <input type="checkbox"/> Review Contexts <ul style="list-style-type: none"> <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ <input type="checkbox"/> @ _____ 	
<input type="checkbox"/> Calendar review <input type="checkbox"/> Close completed items <input type="checkbox"/> Forward incomplete items <input type="checkbox"/> Review upcoming events <input type="checkbox"/> Sync digital and analog	<p style="text-align: center;">Workflow Process</p> <ol style="list-style-type: none"> 1. Collect: Make sure you have all of your notes, clippings, etc. 2. Process: Is it actionable? No – Toss, Tickle, or File Yes – Do, Delegate, or Defer 3. Organize: Put it in the proper category <div style="margin-left: 20px;"> @Projects @Calendar @Next Actions @Waiting for </div> 4. Weekly Review: Maintain current Next Actions Advance current Projects Review Waiting for
<input type="checkbox"/> Waiting For review <input type="checkbox"/> Mark off all completed actions <input type="checkbox"/> Is the action still timely?	
<input type="checkbox"/> Next Action Review <input type="checkbox"/> Mark off all completed actions <input type="checkbox"/> Review incomplete items <ul style="list-style-type: none"> <input type="checkbox"/> <i>Is the action still appropriate?</i> <input type="checkbox"/> <i>What is being waited on?</i> 	
<input type="checkbox"/> Project Review <input type="checkbox"/> Close and archive completed Projects <input type="checkbox"/> Update current & forthcoming work <ul style="list-style-type: none"> <input type="checkbox"/> <i>Is the project still worthwhile?</i> <input type="checkbox"/> <i>What is being waited on?</i> <input type="checkbox"/> <i>What is the Next Action?</i> <input type="checkbox"/> Schedule new Projects	<p style="text-align: center;">Mind Map / Brainstorming</p> <div style="background-color: #e0e0e0; height: 200px; width: 100%;"></div>
<input type="checkbox"/> Review Someday/Maybe list	
<input type="checkbox"/> Review support files	
<input type="checkbox"/> Brainstorm creative ideas	