

# Weekly Review Checklist

How are you staying organized and focused on what you really should be focused on?  
What is it that you really should be focused on? (Answer: implementing your strategy)

How do you use the organization tools you've built and not reinvent them every few weeks?

I don't know about you, but I get bored with my systems from time to time and I have to take some time to go over them again and when I do I have learned not to throw the baby out with the bathwater. I tweak but I rarely chunk it and start over... anymore... I used to and it cost me a lot of time. Recently I tried a project management software and I was wasting time messing with it. Not what I needed, and I lost time working on it.

Here's how I stay focused on what I need to be focused on. I have a weekly review. It's on my calendar just like any appointment. If it's not on the calendar with priority this will not work.

## Weekly Review Checklist:

1. What did you accomplish since your last review that you are proud of? Take 45 seconds and pat yourself on the back and just realize that you are accomplishing great things and moving in the right direction.
2. What did not get done last week that you need to focus on getting done this week? People you didn't get to last week should be on the top of the contact list for this week. Use your daily planning tools to make sure to contact them this week. Schedule time on the calendar to make it happen.
3. Clear out your email inbox. EVERYTHING... work to get ZERO in your inbox. (if it's in the inbox or out on your desk it is cluttering up your mind). It's easy, it's a process. Look at each email and answer these 4 questions:
  - #1. If you can act on it and complete it within 2 minutes, do it now
  - #2. If you need time to work on it, it is a project, file it in an email cabinet, title the file "PROJECTS"... a project is something that you need to do that will take a chunk of time to get done. Schedule the time on your calendar to work on the project.
  - #3. If it is not in 1 or 2, then it may be a resource for the future, file it, get it out of your inbox
  - #4. If it "ain't" in one of "them" categories, TRASH IT NOW!! If you mistakenly trash something you need, it will resurface if it's important, or if you need it you can go back and find it in the trash. Trash it!
4. Do the same thing with the paper and hard copy stuff on your desk or in your paper inbox. Clear all the stuff using the same 4 steps for stuff we just went through for email.
5. NOW, look at your plan for the next week. Plan your week focused on your strategy and the most important things you must do to implement your strategy. If an activity doesn't support a strategy in your business, find a time for it outside of business. Plan your week, plan every day, put it on your calendar, block time to get that stuff done. "Plan your work and work your plan."

If you plan every day, then at the end of every day all you have to do is "tweak" your plan for tomorrow. You never have to plan tomorrow with only a blank piece of paper in front of you.