

The Weekly Review

Collect all loose papers	Pull out all scraps of paper, business cards, receipts, etc. and put them into your paper inbox to process
Empty your head	Capture any incompletes and transfer to TaskPad
Empty & Organize all Collection Points	Paper inbox, all notepads, TaskPad "none" category, PDA notes, Tablet PC notes, email, and vmail
Collect incompletes from previous calendar week	Acknowledge completions, renegotiate incompletes, capture new commitments in TaskPad
Review future calendar week(s)	Review upcoming calendar events-long and short term. Capture any new actions triggered in TaskPad
Review calendar baseline structure	Review email processing time, project planning time, Next Action work time, meeting preparation time, travel time etc. Re-assess how this time is working for you
Evaluate status of Objective/ Project Categories	What is the status of the objective/project today? Where does it need to be? What is my Next Action?
Prioritize Strategic Next Action Categories	Acknowledge completions. Prioritize Strategic Next Actions with due dates, transfer to calendar if appropriate
Review 1:1 Categories	Acknowledge completions, review direct reports objectives, plan and prioritize development discussions
Review and Prioritize "Waiting For" List	Acknowledge completions. Review for follow up and move to appropriate Strategic Next Actions Category or calendar
Review any other relevant list	Is there anything you haven't done which you need to?
Review "Someday Maybe" List	Review for any projects which may now have become active, and transfer to "Projects." Delete dead items
Be Creative and Courageous	Any new, wonderful, hare-brained, creative, thought-provoking, risk-taking ideas to add into your system?

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