

Weekly Review Template

Reflect

- What were the most important themes or events this week?
- What am I grateful for when I look back on this week?
- What did I do well this week?
- What felt challenging or difficult?
- What would I like to improve going forward?
- What did I learn — about myself, others or the world?
- What ideas or projects currently excite me?
- Take a moment to acknowledge and celebrate what you've accomplished this week ✨

Maintain

- Do any regular weekly maintenance tasks (e.g. refresh your digital and physical workspaces so they feel good to enter)

Plan Ahead

- What projects, questions, or tensions do I want to focus on next week? And what tasks come to mind when thinking about those?
- What kind of service, care work, or “karma yoga” do I want to engage in?
- Is there anything I want to avoid next week (e.g. certain foods, habits, behaviours)?
- What routines or rhythms do I want to follow?
- Who do I want to reach out to or connect with?

Review & Organise

- Review and update your Projects List
- Check and refresh your Task Lists
- Clear your Email Inbox
- Review your Calendar:
 - Look back at last week — any open loops?
 - Look ahead to the next two weeks — anything to prepare for?
- Block time in your calendar for deep work, key tasks, or rest
- Do a Mind Sweep — jot down anything still lingering in your head

 Finally, pause to appreciate that you've taken the time for your Weekly Review