

## Weekly Review Template

The Weekly Review Template helps you step back from daily activity to reflect, evaluate progress, and plan ahead. It brings structure to learning from the past week and ensures clarity and focus for the one ahead.

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### 1. Purpose of This Tool

- ☐ Review performance and progress against goals.
- ☐ Identify what worked well and where improvement is needed.
- ☐ Reconnect with longer-term objectives and priorities.
- ☐ Plan next week with focus and intention.
- ☐ Reduce stress by regaining control and perspective.

**Tip:** One focused hour of review each week can save several hours of wasted effort in the next.

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### 2. Weekly Overview

#### Week Commencing Major Goals / Focus Areas Overall Progress (1–10)

- ☐ Begin by reviewing your goals and measuring overall progress.
- ☐ Be honest and realistic — awareness drives improvement.

**Tip:** Consistency, not perfection, is the goal of weekly reflection.

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### 3. Accomplishments and Highlights

#### Question

#### Response

What were my top three achievements this week?

What helped me succeed?

What was my most productive moment?

What am I most proud of?

- ☐ Capture wins, even small ones — progress fuels motivation.

**Tip:** Focusing on what worked well reinforces positive habits.

#### 4. Challenges and Obstacles

##### Question

##### Response

What did not go as planned?

What caused delays or frustration?

How did I respond to unexpected challenges?

What could I do differently next time?

☐ Treat obstacles as data, not failures. Each provides insight for improvement.

**Tip:** Reflection turns setbacks into valuable lessons.

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#### 5. Task and Project Review

##### Project / Task Status (Complete / In Progress / Deferred) Key Learning Next Action

☐ Review all major tasks and ensure nothing slips through the cracks.

☐ Schedule unfinished work in next week's plan.

**Tip:** Close open loops — they drain mental energy and reduce focus.

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#### 6. Time and Focus Analysis

##### Category

##### Estimated Hours Actual Hours Difference Notes

Deep Work

Meetings

Admin / Routine Work

Distractions / Interruptions

Rest / Recovery

☐ Compare how you intended to spend your time versus how you actually did.

☐ Adjust next week's time blocks to correct imbalances.

**Tip:** Awareness of time use is the key to continuous improvement.

## 7. Energy and Wellbeing Check

| Area | Rating (1–5) | Notes / Observations |
|------|--------------|----------------------|
|------|--------------|----------------------|

|                 |  |  |
|-----------------|--|--|
| Physical Energy |  |  |
|-----------------|--|--|

|              |  |  |
|--------------|--|--|
| Mental Focus |  |  |
|--------------|--|--|

|                   |  |  |
|-------------------|--|--|
| Emotional Balance |  |  |
|-------------------|--|--|

|            |  |  |
|------------|--|--|
| Motivation |  |  |
|------------|--|--|

|               |  |  |
|---------------|--|--|
| Sleep Quality |  |  |
|---------------|--|--|

☐ Reflect on how your wellbeing affected your productivity.

**Tip:** Sustainable productivity depends on recovery as much as effort.

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## 8. Learning and Insights

| Question | Reflection |
|----------|------------|
|----------|------------|

|                                                     |  |
|-----------------------------------------------------|--|
| What did I learn about myself or my work this week? |  |
|-----------------------------------------------------|--|

|                                 |  |
|---------------------------------|--|
| What skill or process improved? |  |
|---------------------------------|--|

|                              |  |
|------------------------------|--|
| What feedback did I receive? |  |
|------------------------------|--|

|                                                               |  |
|---------------------------------------------------------------|--|
| What will I keep doing or stop doing based on what I learned? |  |
|---------------------------------------------------------------|--|

☐ Note recurring themes or lessons that influence long-term growth.

**Tip:** Learning transforms experience into progress.

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**Notes**

## 9. Next Week's Focus

| Area | Key Priority | Target Outcome | Deadline |
|------|--------------|----------------|----------|
|------|--------------|----------------|----------|

Professional

Personal

Development

- ☐ Identify the three most important outcomes for next week.
- ☐ Align them with your larger goals and commitments.

**Tip:** Set fewer goals, but make them meaningful and measurable.

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## 10. Reflection and Planning Prompts

- ☐ What should I do more of next week?
- ☐ What should I do less of or stop altogether?
- ☐ What would make next week feel successful?
- ☐ What is one small change that would make a big difference?

**Tip:** Simple questions create clarity and direction.

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## How to Use This Template

Use this template every Friday afternoon or Sunday evening to review the week and prepare for the next. Combine it with your Daily Focus Planner and Time-Blocking Planner to maintain alignment and continuous improvement. Over time, this weekly rhythm becomes a cornerstone habit for sustainable productivity and balance.

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## Notes