

weekly review cheat sheet

Weekly reviews are really important

As you move through your days and weeks, inevitably your task manager will become messy.

This is true whether you're using advanced software, not-so-advanced software, or pen and paper.

You'll add tasks without sorting them appropriately or marking deadlines. You'll complete a task, but forget to mark it as complete. You'll take on a new project, but forget to write it down. And of course deadlines and project requirements can change.

In short: your task manager gets out of sync with reality.

To stay on top of your tasks and projects, I recommend doing a **weekly review**. In a weekly review, you make sure your task manager is up to date. You bring your system back in line with reality. You take a look at all of your projects and you prioritize.

So how do you execute a weekly review? Here's the nine-step process I use. Enjoy!



— Peter Akkies

weekly review **cheat sheet**

1. Do a **brain dump**. Write down any tasks or projects you come up with.
2. Process your **physical inbox**. Create tasks for each item in your physical inbox that you want to take action on.
3. Process your **email inbox**. Create tasks for each item in your email inbox that you want to take action on.
4. Process your **task manager inbox**. Assign each task to a folder or to a project.
5. Go through each of your projects. **One by one, ask:**
 - Is this project still relevant?
 - Can I delegate this project?
 - Should I categorize this as a “someday” project?
 - Are there any tasks I have already completed?
 - Are there any tasks I want to delete?
 - Am I happy with the structure of the project? E.g., should I add or change sub-projects?
 - Do all tasks with deadlines have the correct deadline listed?
 - Could I add useful notes to any tasks or to the project itself?
 - Are any new tasks for this project not yet in my system?
 - Should I convert any tasks to separate projects?
 - Is there a clear “next action” for this project? (If not, break down your projects or tasks into smaller tasks until there is a clear next action.)
6. Identify what’s **due soon**. Look at your upcoming deadlines.
7. Identify which tasks are **available** for you to work on. (Ignore tasks that don’t make sense to work on right now.)
8. Plan what to work on **next**. Assign a date to each task and project you plan to work on soon. Choose *important* tasks as well as urgent ones.
9. Crush it! 😎

Found this useful? Take the next step.

If you want to learn a reliable workflow to get organized and be more productive, you'll love my video courses.

I teach two video courses to help you be more productive and more organized. The courses are the same except that one uses OmniFocus and the other uses Things 3.

Check out my video courses:

- [My Things 3 video course](#)
- [My OmniFocus video course](#)

The courses get rave reviews. Here's a couple:

*"Managing **500 employees** and a **\$40 million budget** means I have a lot of projects and tasks. Thanks to Peter's course **I'm starting the week super-charged** with my schedule and tasks lined up."*

— Paul Christy



*"I have been using OmniFocus for years and I already knew a lot of things (like keyboard shortcuts, etc), but **Peter's approach helped me rely on OmniFocus more than ever before**. This freed me up to focus on the important tasks each day instead of guessing what to work on."*

— Joel Clermont



*"This is a **brilliant video course** for Things 3. I'm amazed how much I missed trying to learn it myself. Cultured Code should have Peter do their in-depth training."*

— Stephen Davanzo



*"Since starting Peter's course, I've cut a lot of the fat from my system. I'm not only **more productive** with this leaner, meaner system but I'm **actually really enjoying** engaging with it as well."*

— Michael Busillo

