

Get clear

Empty every inbox, then give each loose item one next action.

WEEK OF _____

STEP 1 Inboxes to empty

Tick each one when nothing in it waits for a decision.

☐ Email

☐ Paper mail and paper inbox

☐ Notebook and sticky notes

☐ Downloads folder and desktop

☐

☐

☐ Chat and text messages

☐ Voicemail and voice memos

☐ Notes app on the phone

☐ Bag, wallet and pockets

☐

☐

STEP 2 Loose items

Write the very next physical action, starting with a verb.

#	ITEM	NEXT ACTION	WHERE IT GOES
1			P N W C S X
2			P N W C S X
3			P N W C S X
4			P N W C S X
5			P N W C S X
6			P N W C S X
7			P N W C S X
8			P N W C S X
9			P N W C S X
10			P N W C S X
11			P N W C S X
12			P N W C S X
13			P N W C S X
14			P N W C S X
15			P N W C S X
16			P N W C S X
17			P N W C S X
18			P N W C S X
19			P N W C S X

P project · **N** next action · **W** waiting for · **C** calendar · **S** someday or maybe · **X** trash. Circle one.

Get current

Walk through your calendar and lists until each one shows where things really stand. WEEK OF _____

STEPS 3 AND 4 **Calendar** Follow ups, promises, things to prepare, book or buy.

LOOK BACK last 2 weeks

LOOK AHEAD next 2 weeks

STEPS 5 AND 6 **Projects** Every open project needs at least one next action. Tick when it is on your list.

PROJECT	STATUS	NEXT ACTION	✓
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐
	on track · stuck · done		☐

STEP 7 **Waiting for** What other people owe you. Tick when you sent a reminder.

WHO	WHAT	SINCE	✓
			☐
			☐
			☐
			☐
			☐
			☐

Get creative

Look further ahead and choose what matters most next week.

WEEK OF _____

STEP 8 Someday or maybe

Ideas you are not ready to commit to. Move, keep or delete.

IDEAS AND PARKED PROJECTS	

STEP 9 Top 3 for next week

Three results that would make next week a good week.

1	RESULT _____
	FIRST STEP _____
2	RESULT _____
	FIRST STEP _____
3	RESULT _____
	FIRST STEP _____

Energy and wins

A quick look back at the week, for you only.

ENERGY THIS WEEK	
low	1 2 3 4 5 high
STARTED _____	FINISHED _____
MINUTES _____	NEXT REVIEW _____

WINS THIS WEEK