

Your Weekly Review

Review your previous week's progress and accomplishments

Identify any obstacles or challenges you encountered + brainstorm solutions to overcome them

Review your schedule + make any necessary adjustments

Check-in on your overall productivity + time management

Take note of the wins + successes from the week

Evaluate your work-life balance + make necessary adjustments

Discuss any important upcoming deadlines or events

Reflect on any lessons learned or areas for improvement

Set new weekly goals + priorities

