In this lesson, you'll learn how to perform a quick weekly review that will help you plan out and stick to bigger projects that take more than a day to complete.

If you haven't already, you should finish the lesson on daily reviews before starting this one because the weekly review is almost identical to the daily review, just on a larger scale.

So, the purpose of a weekly review is to help you set some priorities and decide what important work you're going to pursue during your work week. You know, small projects that might take you more than a day to complete.

The end goal is to have one or, at most just a few, priorities for the week that will then translate into smaller tasks that get delegated each day during your daily review. So, the weekly review helps you figure out what to do, and the daily review helps you figure out when and how to do it.

You can, of course, apply this to your personal or home life as well. It's equally as useful there if you need more structure.

Just like the daily review, this should not be a long or drawn out process. If you can't finish a weekly review in about 15 minutes or less, you might be overthinking it.

If you remember from the daily review, you're going to ask yourself five questions as you go through this process.

First, you'll ask how the last week went. Are you satisfied with what you got done? Do you feel like you stayed focused on what you wanted to?

If so, great!

But if not, you'll need to ask yourself why, and what needs to change or improve in order to make this week better.

Where did things go off the rails? What kept you from staying on track? And, when you went off track, what kept you from quickly getting back on?

During your daily review, you tend find little things that are easy to take action on. During your weekly review, it's good to look for patterns.

What problems held you back more than once? These are the things that will need more careful attention and effort in order to solve, and the weekly review is a good place to start fixing the problems that are too big to solve in a day.

One thing I like to do during my weekly planning that helps me later down the road during my monthly reviews is to assign a star value to the week, almost like a product or service review.

I ask myself, on a scale from one to five stars, how happy am I with how last week went? And then answering those review questions help me flesh out why I chose that rating.

It's helpful because, later on, when you want to look back and see how things are progressing, it's easier to look at series of star ratings than it is to try to parse everything you've written for a month or even many months.

During my monthly review, I can say, "this month, I had a lot of four and five star weeks" and I can get that info really quickly vs going back and reading over everything and trying to find that value later on.

As you'll see, each type of review you do is kind of setting things up to make the bigger one down the road easier and more useful. And you'll see how they go both ways, too. Doing a great daily review makes it easier to do a great annual review. And doing a great annual review makes it easier to get what you want from each day.

It's all part of an interconnected system.

Okay, so once you've looked back on the previous week, you're going to answer three more questions to flesh out your plan for the coming week. Again, they're the same questions you asked during your daily review, but on a bigger scale.

What are your priorities for the week?

Figure out what you want to get done that will take you all week to finish. It might be one big thing or a few smaller ones. Or maybe it's one really important thing and a bunch of urgent things you've been putting off.

What's really important is that something that's on your "important but not urgent" list makes it onto this list every single week. It's the only way the really fulfilling stuff gets done.

Once you have your priorities set, ask yourself what systems you have that you need to make use of to do your best work on those priorities.

Again, if you feel like you're doing work that could use the structure of a system, but you don't have one at your disposal, that's a clue that you have some system-building to do.

And now that you're planning at the weekly level, you can actually do something about it. Maybe you decide to block some time off this week to start building and testing the system you need.

Having a system in place will also help you break your priorities down into the chunks you're going to actually work on each day.

One of the most helpful things you can do right now at this stage is to divide your priorities up into specific tasks. What are the things that actually have to get done to realize a priority? What are the smaller tasks you actually need to string together?

You don't have to actually schedule this stuff here—you can do that during your daily review if it's helpful—but you want to know what the actual work is right now so that you can spend your week *doing* it instead of thinking and re-thinking it.

That'll make you a little more productive and a little less neurotic. You don't have to second-guess yourself so much.

And, finally, you need a plan to keep yourself on track, so look ahead and do a little pre-mortem. What are the things that *could* go wrong this week, even if they might not? Make a list and come up with a quick contingency plan. Nothing elaborate. Just prepare yourself.

Something like, "if a happens, I'll do b. And if x happens, I'll do y."

Hopefully, you don't have to use these contingency plans, but having them helps the week flow a little smoother and, if you do, you get back on track a lot faster.

One major difference between the daily review and the weekly review is that I actually write it down.

When I'm doing my quick daily review, all that's really necessary is a short to do list and a little contemplation over the questions I ask myself. Once I've done that, I'm ready to tackle the day.

But the weekly review is a little bit bigger. And since the next level when you zoom out is the monthly review, up to 5 weeks can pass before I think about this again, so I like to lock my thoughts in at the time I'm having them. It's easier that way to get an

accurate picture of what I was thinking and why I was thinking that way when I do my monthly review.

It's not that recording and saving daily reviews *isn't* useful, but I personally find it to be too much data that takes too much time to record and doesn't really get used as much. So, I just don't bother with it.

The weekly review is where I like to actually record my thoughts and look back on them down the road.

Alright, that's basically it. Again, pretty simple, but really helpful.

Now, *when* to do it?

Again, just like with a daily review, you can do it whenever it works best for you. For some, it's a great way to wind down the last bit of the day on a Friday. It's a way to wrap things up and go into the weekend with any stress from the week behind you.

If you work on weekends or, you know, if there are things you'd normally like to review that regularly happen on weekends, then maybe Sunday night is a good time for this.

My preference, though, is Monday morning. I like to make it the first thing I do on Mondays and, when I'm done, I roll right into my plan for the day. So, I spend a total of about 20 minutes setting myself up for the week and making a plan for the day.

It works great for me, so I recommend you try it, but feel free to experiment and find a time that's most comfortable for you.

As a recap, here's what we just learned. First, we learned the value of a weekly review. It's great for setting yourself up for some bigger projects that take more than a day or two to finish. And you can do it just once a week in less than 15 minutes.

Then we learned that the questions you want to ask yourself during a weekly review are basically the same as a daily review, just scaled up to capture an entire week.

We also learned it can be helpful to assign a star rating to each week to make it easier to spot trends and make decisions later on.

And, finally, we learned that while a *daily* review doesn't necessarily need a record, it's helpful to write down or save your weekly review somewhere so that you can more easily complete your monthly and even your annual review.

Alright, so what I want you to do today is put a reminder on your calendar to complete your weekly review this week. Pick a time you think will work best for you and, you know, give it a shot. To start, you can just jot a few notes down in a notebook if you keep one or start a text file on your desktop. There's no need to get fancy.

And once you're done with that, I'll see you in the next lesson.