



# WSC- Weekly Review- Process

*-1- 30 second summary:*

- ✔ **Summary:** Prove strategy of Weekly Review to save up to 4 Hours per week while delivering goals more (<20%).
- ✔ **Main Outcome:** Enhanced time management.
- ✔ **Top Benefit(s):** Better prioritization and goal achievement.
- ✔ **Next Steps:** Implement a weekly review process in your routine.
- ✔ **Duration:** 45 minutes
- ✔ **Target Audience:** Professionals

*-2- Choose the right process based on your available time.*

	<45m	<15m	<5m	Step
1- Build your priority list	1	1		Brainstorm ("Present")
	2	2		Goals ("Future")
	3	3		previous weekly review ("Past")
	4	4		Clean Up Calendar
	5			Measure Capacity
2- Sort out all priorities	6			Sort out all priorities
	7			Adjust workload and make S.M.A.R.T
	8			Flag/ commit actions: TO DO vs NOT DO lists
3- visualize	9			visualize your week
	10	8	3	Adjust priorities and workload
3- Plan your priorities	11			TO DO list: create time slots in calendar
	12			NOT DO: cancel, reschedule, decommit, delegate
	13			Clean Up Calendar
-4- Reality Check	14	5	1	Visualize with your gut
	15	6		Visualize with your heart
	16	7	2	Visualize with your brain

Benefits	Weekly Planning	Daily Planning	Daily Visu
✔ duration	<45 min	<15 min	< 5 min
✔ Savings	6 Hrs/ Week	1Hr/ day	30-50% less stress
✔ # steps	16	8	3
✔ Ensures alignment with your annual goals (higher productivity)	XXX	XX	X
✔ Reduces your level of stress, anxiety and triggers	XXX	XX	XX
✔ Helps you to SAY NO more often without feeling guilty or scared of	XXX	XX	X
✔ Increases your work life balance, more time with family no thinking of work	XXX	XX	XX



*-3- Weekly Review Process (45 min).*

**Best for Weekly Planning reviews (Friday night or Monday morning)**

	<45m	Step	Details
1- Build your priority list	1	Brainstorm ("Present")	Close your eyes, breathe deeply 3 times, then ask yourself " what are my top priorities next week?" and write answers as they come in a note.
	2	Goals ("Future")	Look at your agreed upon goals (monthly, yearly) and ask yourself: " What would be an action I could spend time on next week to contribute to achieve these goals?" And add what comes up to the previous list.
	3	previous weekly review ("Past")	Copy / paste open actions from last weekly review (not completed actions) to the previous list
	4	Clean Up Calendar	For upcoming week, remove overlaps, and reschedule/cancel/delegate lower priorities accordingly.
	5	Measure Capacity	Review your calendar for next week and count how many hours ("N") have no scheduled timeslot yet and which therefore are currently available to schedule.
2- Sort out all priorities	6	Sort out all priorities	highest on top; lowest on bottom
	7	Adjust workload and make S.M.A.R.T	for each task, make is SMART (*) and add in adjacent column the duration in Hours to complete the task. (*) Specific; Measurable; Agreeable (with other stakeholders involved); Realistic; Time bound
	8	Flag/ commit actions: TO DO vs NOT DO lists	Starting from top, add up combined time of all actions until you reach the number of hours available N and draw a line to split the list of tasks in 2. <b>-TO DO LIST (above the line)</b> : All the actions adding to this time N: you will commit to achieve those (color code in green) <b>-NOT DO LIST (below the line)</b> : All others actions are either optional ("Orange" color code) or will have to be cancelled, rescheduled or delegated ("Red")
3- visualize your week	9	visualize your week	**the goal of visualization is to identify events that will trigger higher levels (stress, anxiety, anger...) and adjust your calendar to reduce both the instances and intensity of these triggers.** Close your eyes, and imagine you are at the movie theater, watching the movie of your upcoming week. Focus on how it feels in your stomach / guts (keep your eyes closed). Make a mental note of those events that are likely to "trigger" you. Visualize what you would like to see or hear that would reduce the level and instances of triggers.
	10	Adjust priorities and workload	Adjust your priorities to reduce, manage these potential triggers: 1) if stressful, plan time in Calendar to prepare more or calm yourself down (walk, meditation, read a list of your wins...). 2) if misaligned, seek clarification from stakeholders; 3) If positive (energizing, motivating...), take a mental picture and wish yourself to retrieve it when preparing the event ** the power of visualization is that you have time to manage your potential trigger when you are not triggered so they do not happen; for more info on how to manage triggers, contact our website.**
3- Plan your priorities	11	TO DO list: create time slots in	Create timeslots for each priority/ task from your TO DO LIST
	12	NOT DO: cancel, reschedule, decommit, delegate	For NOT DO tasks, provide notice to affected Stake holders accordingly, which will reduce the level of stress coming from letting others down, because there is still time for all stakeholder to adjust their course of actions. Successful strategies: decommit, deprioritize, delegate, reschedule, cancel, do nothing (30% get solved by others who dont really know how to manage their time)
	13	Clean Up Calendar	Ensure there is no overlap; Protect timeslots for "Recovery timeslots", "Strategic Planning", "lunch", "Weekly Review", "Daily Review", "Personal Development"... and all your recurring routines.
-4- Reality Check	14	Visualize with your gut	Same as #9: **the goal of visualization is to identify events that will trigger higher levels (stress, anxiety, anger...) and adjust your calendar to reduce both the instances and intensity of these triggers.** Close your eyes, and imagine you are at the movie theater, watching the movie of your upcoming week. Focus on how it feels in your stomach / guts (keep your eyes closed). Make a mental note of those events that are likely to "trigger" you. Visualize what you would like to see or hear that would reduce the level and instances of triggers.
	15	Visualize with your heart	Look at your calendar, and imagine you spend 100% of your time as planned. What are the most valuable achievements? When you think of your annual goals, visualize those that will be moving forward with the actions you are planning to? When you think of the lessons learnt from last week, what are you learning that would require some adjustments for your upcoming week?
	16	Visualize with your brain	Look at your calendar, and imagine you spend 100% of your time as planned. What are the most valuable achievements? When you think of your annual goals, visualize those that will be moving forward with the actions you are planning to? When you think of the lessons learnt from last week, what are you learning that would require some adjustments for your upcoming week?

For

A detailed walk-through tutorial, review this [6-minute video](#).



*-4- Weekly Review Process (15 min)-*

Best for Daily Planning reviews in the morning

	<15m	Step	Details
1- Build your priority list	1	Brainstorm ("Present")	Close your eyes, breathe deeply 3 times, then ask yourself "what are my top priorities next week?" and write answers as they come in a note.
	2	Goals ("Future")	Look at your agreed upon goals (monthly, yearly) and ask yourself: "What would be an action I could spend time on next week to contribute to achieve these goals?" And add what comes up to the previous list.
	3	previous weekly review ("Past")	Copy / paste open actions from last weekly review (not completed actions) to the previous list
	4	Clean Up Calendar	For upcoming week, remove overlaps, and reschedule/cancel/delegate lower priorities accordingly.
3- visualize your week	8	Adjust priorities and workload	Adjust your priorities to reduce, manage these potential triggers: 1) if stressful, plan time in Calendar to prepare more or calm yourself down (walk, meditation, read a list of your wins...) 2) if misaligned, seek clarification from stakeholders; 3) If positive (energizing, motivating...), take a mental picture and wish yourself to retrieve it when preparing the event ** the power of visualization is that you have time to manage your potential trigger when you are not triggered so they do not happen; for more info on how to manage triggers, contact our website.**
-4- Reality Check	5	Visualize with your gut	Same as #9: **the goal of visualization is to identify events that will trigger higher levels (stress, anxiety, anger...) and adjust your calendar to reduce both the instances and intensity of these triggers.** Close your eyes, and imagine you are at the movie theater, watching the movie of your upcoming week. Focus on how it feels in your stomach / guts (keep your eyes closed). Make a mental note of those events that are likely to "trigger" you. Visualize what you would like to see or hear that would reduce the level and instances of triggers.
	7	Visualize with your brain	Look at your calendar, and imagine you spend 100% of your time as planned. What are the most valuable achievements? When you think of your annual goals, visualize those that will be moving forward with the actions you are planning to? When you think of the lessons learnt from last week, what are you learning that would require some adjustments for your upcoming week?

*-5 Weekly Review Process (5 min).*

Best for Daily Visualization in the morning (for the upcoming day) or at night (for the past day)

	<5m	Step	Details
3- visualize your week	3	Adjust priorities and workload	Adjust your priorities to reduce, manage these potential triggers: 1) if stressful, plan time in Calendar to prepare more or calm yourself down (walk, meditation, read a list of your wins...) 2) if misaligned, seek clarification from stakeholders; 3) If positive (energizing, motivating...), take a mental picture and wish yourself to retrieve it when preparing the event ** the power of visualization is that you have time to manage your potential trigger when you are not triggered so they do not happen; for more info on how to manage triggers, contact our website.**
-4- Reality Check	1	Visualize with your gut	Same as #9: **the goal of visualization is to identify events that will trigger higher levels (stress, anxiety, anger...) and adjust your calendar to reduce both the instances and intensity of these triggers.** Close your eyes, and imagine you are at the movie theater, watching the movie of your upcoming week. Focus on how it feels in your stomach / guts (keep your eyes closed). Make a mental note of those events that are likely to "trigger" you. Visualize what you would like to see or hear that would reduce the level and instances of triggers.
	2	Visualize with your brain	Look at your calendar, and imagine you spend 100% of your time as planned. What are the most valuable achievements? When you think of your annual goals, visualize those that will be moving forward with the actions you are planning to? When you think of the lessons learnt from last week, what are you learning that would require some adjustments for your upcoming week?



-6 Process (refer to [template](#))

“Read Me First” that details the process

		time available			Step	Details
		<45m	<15m	<5m		
1- Build your priority list	1	1			Brainstorm ("Present")	Close your eyes, breathe deeply 3 times, then ask yourself " what are my top priorities next week?" and write answers as they come in a note.
	2	2			Goals ("Future")	Look at your agreed upon goals (monthly, yearly) and ask yourself: " What would be an action I could spend time on next week to contribute to achieve these goals?" And add what comes up to the previous list.
	3	3			previous weekly review ("Past")	Copy / paste open actions from last weekly review (not completed actions) to the previous list
	4	4			Clean Up Calendar	For upcoming week, remove overlaps, and reschedule/cancel/delegate lower priorities accordingly.
	5				Measure Capacity	Review your calendar for next week and count how many hours ("N") have no scheduled timeslot yet and which therefore are currently available to schedule.
2- Sort out all priorities	6				Sort out all priorities	highest on top; lowest on bottom
	7				Adjust workload and make S.M.A.R.T	for each task, make is SMART(*) and add in adjacent column the duration in Hours to complete the task. (* ) Specific; Measurable; Agreeable (with other stakeholders involved); Realistic; Time bound
	8				Flag/ commit actions: TO DO vs NOT DO lists	Starting from top, add up combined time of all actions until you reach the number of hours available N and draw a line to split the list oftaks in 2. <b>-TO DO LIST (above the line)</b> : All the actions adding to this time N: you will commit to achieve those (color code in green) <b>-NOT DO LIST (below the line)</b> : All others actions are either optional ("Orange" color code) or will have to be cancelled,

Template for Weekly Review

Goal/Category	Action	workoad (h)	priorit	Comments	next week commitme	capacit
Capacity@ start		10.5				
Capacity@ start						
Goal/Category	taks 1				0	10.5
Goal/Category	taks 2				0	10.5
Goal/Category	taks 3				0	10.5
Goal/Category	taks 4				0	10.5
Goal/Category	taks 5				0	10.5
Goal/Category	taks 6				0	10.5
Goal/Category	taks 7				0	10.5
Goal/Category	taks 8				0	10.5
Goal/Category	taks 9				0	10.5
Goal/Category	taks 10				0	10.5
Goal/Category	taks 11				0	10.5
Goal/Category	taks 12				0	10.5
Goal/Category	taks 13				0	10.5
Goal/Category	taks 14				0	10.5
Goal/Category	taks 15				0	10.5
Goal/Category	taks 16				0	10.5
Goal/Category	taks 17				0	10.5
Goal/Category	taks 18				0	10.5



Sample showing TO DO and NOT DO lists

Goal/category	Action	workload (hr)	priority	Comments	next week commitment	capacity	TO DO
Replacement Gerardo	support HR for offboarding and replacement	1	1		1	9.5	TO DO
Replacement Gerardo	Interview replacement Gerardo	2	1		2	7.5	
Client C crisis	Support Brett	1	2		1	6.5	
meet/ exceed Sales quota	pipeline problem solving (miss 2M\$)	2	2		2	4.5	
Networking	Meeting CEO Company B	1	2		1	3.5	TO DO?
Team productivity	Meeting with team on accountability and Weekly review, plus prep	2	2		2	1.5	
deploy new product 1	meet with distributor BCD for contract review + contract prep	2	3		2	-0.5	TO DO?
meet/ exceed Sales quota	Weekly review of KPIs	1	3		1	-1.5	
Prep Town Hall?	Prep slide deck	1	3		1	-2.5	NOT DO
Product A	Decision / brainstorm : Shall we keep distributor ABC?	2	3	Part of strategic/Vision	2	-4.5	
Project 2	Decision / brainstorm : GO/STOP project?	2	3	Part of strategic/Vision	2	-6.5	
support adoption of new CRM	status meeting with Sales team	1	3		1	-7.5	
support adoption of new CRM	status meeting with IT team	2	3		2	-9.5	
Prep Town Hall?	Prep slide deck	1	3		1	-10.5	
Product A	Decision / brainstorm : Shall we keep distributor ABC?	2	3	Part of strategic/Vision	2	-12.5	
Project 2	Decision / brainstorm : GO/STOP project?	2	3	Part of strategic/Vision	2	-14.5	
support adoption of new CRM	status meeting with Sales team	1	3		1	-15.5	
Coaching	Coaching prep / follow up	1	4		1	-16.5	
Mid Year review	Review new process + pass #1 for team ratings	2	4		2	-18.5	
Networking	Meeting CMO Company C	1	4		1	-19.5	
Personal Leadership plan	track my time	1	4		1	-20.5	
Coaching	Coaching Session	1	4		1	-21.5	
Coaching	Coaching prep / follow up	1	4		1	-22.5	
Mid Year review	Review new process + pass #1 for team ratings	2	4		2	-24.5	
Networking	Meeting CMO Company C	1	4		1	-25.5	
Personal Leadership plan	track my time	1	4		1	-26.5	