

Checklist for the End of the Week



REVIEW & REFLECT

- Review what you achieved and compare with your goals at the start of the week.
- Reflect on your wins from this week.
- Reflect on your challenges from this week and give yourself credit for overcoming them.
- Think about any lessons learned that you want to carry with you into next week.
- Think about what would make you feel refreshed this weekend so you can start next week with a lot of energy.

PRACTICAL ACTION ITEMS

- Clear your inbox.
- Organize your workspace.
- Organize your digital files.
- Send any replies and follow-ups on your list.
- Update your to-do list and any project trackers.
- Back up important files.

PLAN FOR THE WEEKEND & THE WEEK AHEAD

- Make a plan for the weekend and include at least one fun activity.
- Make a list of what you would like to accomplish next week.
- Pick 1-3 top priorities for next week.
- Plan key meetings and check deadlines for next week.
- Review your calendar for next week.
- Set reminders for important events for next week.
- Pack your workbag for Monday.