

GTD Weekly Review Checklist

Week of _____

Get Clear

- Deal with any materials (paper or digital) you need to get done first.
- Write down anything that may need to get done. (Ex. new projects and actionable items)

Get Current

- Review your next actions. Mark these off as completed.
- Check your calendar and review upcoming long and short-term events.
- Recall what you are waiting for from others.
- Review project lists and come up with actionable items for all projects.

Get Creative

- Review your maybe list and figure out what's still tied to your goals.
- Delete anything no longer relevant.
- Add some creative, new ideas you always wanted to try.