

GTD WEEKLY REVIEW CHECKLIST

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Template based on David Allen's
Getting Things Done, www.davidco.com.

DATE

CLEARING SPACE

- Gather and process digital and paper materials collected throughout the week.
- Empty your mind by writing down and organizing any new projects, action items, etc.

GETTING CURRENT

- Review calendar items for the previous and upcoming weeks.
- Review action lists and mark items as completed.
- Review project lists.
- Review "waiting for" list.

THINKING CREATIVELY

- Review "someday/maybe" list for items that now belong in projects or can be deleted.
- Consider what new, creative ideas you want to try.

POST-REVIEW REFLECTION

- What went well this week?

- What could be improved next week?

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