

# WEEKLY PREVIEW

**AFTER-ACTION REVIEW** List 3-5 of your biggest wins from the week.

- Met with 8 new prospects
- Sent out monthly external newsletter
- Presented Q3 goals at Quarterly Firm Meeting
- Started a new book in Book Club

How far did you get on your Weekly Big 3?

	%
1 Finalize Quarterly Firm Meeting Presentation	100%
2 Discovery calls and follow ups with prospects	100%
3 Create strategy for email drip campaign	80%

What worked? What didn't? Why?

What worked:

- Used new question outline for Discovery Calls
- Scheduled time blocks to my calendar for allocated project work

What didn't work:

- Didn't log off early enough to go to the gym on Monday

What will you continue or change?

- Schedule daily time blocks for project work
- Use new question outline for Discovery Calls
- Set a reminder to start my workday shutdown at 4:30pm, so I can log off by 5pm



**GOAL REVIEW & LIST SWEEP** Review your goals, lists, and notes, and update your task manager.

- GOAL REVIEW
- DELEGATED & DEFERRED TASKS
- DAILY NOTES
- TASK MANAGER

**STREAKTRACKER™** Track your habit-goal progress.

- Go to the gym 3x a week
- Log off by 5pm everyday
- Write in my daily reflection journal during evening ritual

1	2	X	4	X	6	7
1	X	X	X	X	6	7
X	X	X	X	5	X	X
1	2	3	4	5	6	7
1	2	3	4	5	6	7

**REJUVENATION** Identify 3 ways to sleep, eat, move, connect, or relax a bit better this week.

Then schedule on the Daily Pages.

1	2	3
Have family game night on Friday	Read for 30 minutes each night	Take a walk at lunchtime

**WEEKLY OVERVIEW** Review upcoming week and mark commitments on the 7-day view on the following page.

- EVENTS
- PROJECTS
- TASKS
- OTHER COMMITMENTS

**WEEKLY BIG 3** Based on your goals and projects, pick 3 objectives for the coming week.

- Finalize strategy plan for email campaign
- Marketing Team quarterly project planning meeting
- Send service proposals to qualified prospects