

## THE WEEKLY REVIEW

David Allen, *Ready for Anything*,  
(New York, New York: Viking, 2003) pp. 163-64

*The first challenge is to implement these models, and the second is to keep them active and functional. This guide provides the master key to achieving a consistently more relaxed and productive style of life and work. This process, whenever it's done, facilitates executive command-center thinking and confidence, and it's most effective when it's practiced every seven days.*

### GET CLEAR

#### **Loose Papers**

Gather all scraps of paper, business cards, receipts, and miscellaneous paper. Put into your in-basket to process.

#### **Process Your Notes. Get "In" to zero.**

Review any journal/ notes types of entries, meeting notes, and miscellaneous notes scribbled on notebook paper. Decide and enter action items, projects, **waiting-fors**, etc., as appropriate.

#### **Empty Your Head**

Put in writing (in appropriate categories) any new projects, action items, waiting-fors, **someday/maybes**, etc., not yet captured.

### GET CURRENT

#### **Review Action Lists**

Mark *off* completed actions. Review for reminders of further action steps to record.

#### **Review Waiting-For List**

Record appropriate actions for any needed follow-up. Check off received ones.

#### **Review Project (and Larger Outcome) Lists**

Evaluate status of projects, goals and outcomes, one by one, ensuring at least one current action item on each. Browse through work-in-progress support material to trigger new actions, completions, **waiting-fors**, etc.

#### **Review Previous Calendar Data**

Review past calendar in detail for remaining action items, reference data, etc., and transfer into the active system.

#### **Review Upcoming Calendar**

Review upcoming calendar events—long and short term. Capture actions triggered.

#### **Review Any Relevant Checklists**

Use as a trigger for any new actions.

### GET CREATIVE

#### **Review Someday/Maybe List**

Review for any projects that may now have become active, and transfer to projects list. Delete items no longer of interest.

#### **Be Creative and Courageous**

Any new, wonderful, harebrained, creative, thought-provoking, risk-taking ideas to add into your system???