The Friday Review

Distinction

Step 1: Review where you are

- ❑ Which tasks have I completed and which ones are outstanding?
- ❑ How am I progressing against my longer-term goals?
- ❑ Have I moved the organisation forward?
- ❑ What lessons have I learnt recently?
- ❑ What is causing any delays and what are my blockers?
- ❑ How is my wellbeing?
- ❑ Which relationships do I need to focus on improving?

Step 2: Clear and Prioritise

- ❑ What are all the possible tasks, actions and priorities for next few weeks?
- ❑ What about the longer term?
- ❑ What things would make a difference that I'm not getting to?
- ❑ Review the calendar - what actions relate to meetings coming up or which have already taken place?
- ❑ What are the dependencies relating to the tasks I have to complete?
- ❑ How do I prioritise and schedule my time to get things done?
- ❑ How do I want to change or adapt my ways of working to support me?

Step 3: Prepare

- ❑ Plan and prepare for meetings – do I have agendas and necessary information for all the meetings I am invited to or hosting?
- ❑ What things could I delegate – to my team, to peers and upwards?
- ❑ Who are the key stakeholders I need to engaged with and schedule meetings with them
- ❑ Schedule in any debrief sessions following upcoming meetings
- ❑ Find opportunities to support and involve my team
- ❑ Schedule a time slot for strategic thinking and identify the key question or issue I want to consider

The Friday Review

Distinction

My long term Goals

1.
2.
3.
4.
5.

Top Priorities for Next Week

1.
2.
3.
4.
5.

Actions I will take to support my wellbeing

- ❑
- ❑
- ❑
- ❑
- ❑

New habits or ways of working I plan to adopt

- ❑
- ❑
- ❑