

The Friday Review

A simple yet powerful **3-step process** which when executed consistently leads to improved performance and wellbeing. Finish your week well and prepare for the next one achieving a **greater sense of control and balance**. Make space for **strategic thinking, creativity** and stay connected to your **North Star**.



Distinction

Distilling leading research to bring you top strategies to lead well

STEP
01



REVIEW LAST WEEK

- Review task completion
- Assess progress against longer-term goals
- Identify lessons learned
- Explore delays and blockers
- Reflect on your wellbeing
- Evaluate your relationships

STEP
02



CLEAR & PRIORITISE

- Collect and capture possible actions and priorities
- Review calendar – forward and back
- Focus on the long term
- Look at dependencies
- Assess priorities and schedule your time
- Reflect on ways of working

STEP
03



PREPARE FOR NEXT WEEK

- Plan and prepare for meetings
- Engage with key stakeholders
- Schedule in key meeting debriefs
- Review how to support and involve your team
- Create space for strategic thinking