Weekly Review Checklist for GTD

- look for sleeping actions within SMS, mail, backpack, notes and whatever. collect everything into your inbox.

- look for previous and next weeks within your calendar, any sleeping action out there?

- process your just-fed inbox, get it empty!

- check all actions you completed during past week and you didn't checked off because you were, as usual, in a rush

- look at your waiting for list: any one to followup?

- look at your active projects: is there at least one next action in the proper list for each one of them?

- look at your someday/maybe list: had come the time to embrace any parked project/action?