

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?