

A horizontal green bar spans the width of the page. On the left side, there is a large, light-colored version of the McGhee logo. On the right side, the text 'The Weekly Review' is written in a white, bold, sans-serif font.

The Weekly Review

This weekly, one-hour appointment is designed to support you in staying proactive and strategic. Copy and paste the following steps into your Weekly Review appointment to support you in completing a Weekly Review.

Capture Action Items on your To-do List

1. Clear your mind into your Outlook To-do List
2. Empty your collecting points into your Outlook To-do List and categorize them

Review To-do List and Create Action

3. Review your Supporting Projects and create Strategic Next Actions
4. Review items in your 1:1 categories and create agendas for this week's 1:1 meetings

Review Calendar and Prepare for your Meetings

5. Review previous week: acknowledge your accomplishments and reschedule incompletions
6. Review upcoming week: resolve conflicting appointments and book preparation time as needed

Review Action Categories and Finalize your Highly Productive Week

7. Review SNA categories – Prioritize them and book time on your calendar for completion