

01

## Weekly Review and Action Plan tool

### Assess your capacity for the coming week

<b>Hours I intend to work next week</b>	-
<b>Subtract committed hours</b> (includes time already scheduled in the calendar plus any other known committed time that is not visible in the calendar, eg inbox processing time)	-
<b>Subtract reactive hours</b> (leaving time available for unexpected or unplanned work)	-
Total hours available for new work next week	=

02

## Review all your sources of work

03

Decide what you must do next week.  
Assess the time needed to do the work and its level of priority.

Work I must do next week (and not already in my calendar or tasks)	Priority	Hours
		+
		+
		+
		+
		+
		+
		+
		+
Total hours I need for new work next week		=

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## Transfer your decisions to your calendar and tasks