

Weekly Review

The 30-minute founder reset

Week of: _____

Same slot every week (Friday morning works). Timer on. Print one per week.

PHASE 1 - CLEAR (10 min)

Is everything captured somewhere I trust?

- ☐ Email inbox to zero (delete, file, delegate, or task with next action)
- ☐ Slack saved items + DMs you owe a reply
- ☐ Meeting notes, notebook, downloads folder, whiteboard photos
- ☐ Head-emptying: write every open loop still on your mind (no organizing)

PHASE 2 - CURRENT (15 min)

Does every project have a next action?

- ☐ Last week's calendar: follow-ups you owe -> capture each as a task
- ☐ Next 2 weeks' calendar: prep needed that is not yet a task
- ☐ Projects list: every active project gets ONE concrete next action
- ☐ Waiting-for list: for each item decide -> nudge, wait, or drop

Stuck items found here become agenda points for your next team meeting

PHASE 3 - CREATIVE (10 min)

What would make next week a win?

- ☐ Someday/maybe: promote one thing - or deliberately keep it parked
- ☐ Capture one idea that is NOT maintenance (offer, partnership, removal)

FOUNDER NUMBERS (5 min)

The pass GTD misses

Revenue this week vs target: _____

Cash position / runway: _____

Pipeline: deals added ____ / stalled ____ / next move on each

One metric I'm moving this month: _____

NEXT WEEK: MY 3 PRIORITIES

Three, not nine - they go at the top of Monday

1. _____
2. _____
3. _____