

7. Weekly Review: Winning Every Week

Watch

In this video, you will learn...

- **Mindset Shift:** Understand that a weekly review is not an exhaustive life overhaul, but a tactical process to clear accumulated information and set priorities for the week.
- **Weekly Review Process:** Learn the four essential steps of a Weekly Review, designed to process information from the primary sources of email, calendar, and notes, and turn them into actions for the upcoming week.
- **Value of a Checklist:** Recognize the significance of having a checklist for your Weekly Review, making it a tangible ritual that can be completed in a predictable time frame.
- **Real-life Demo:** Watch Tiago complete a full Weekly Review following all the steps we recommend.
- **Develop Your Gameplan:** Learn how to filter your to-do list and decide what you'll be focusing on so you can start the upcoming week with clarity and a flexible gameplan to guide your actions.



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Your Turn

Open your POP Workbook and complete the steps outlined in Lesson 7.

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- **Reflect on the four-step process:** As you went through the steps to clear your email, review your calendar, file notes, and choose tasks, did you find any particular step more challenging or rewarding than the others? Why do you think that is?
- **Share your tips & tricks:** Have you added any personal touches or hacks to the process that you found particularly helpful?