

▼  **Record wins from last week**

- 1.
- 2.
- 3.
- 4.
- 5.

•  **Review seasonal priorities and add to action list**

•  **Review last week's calendar and add to action list or reschedule in OmniFocus**

▼  **Weekly action list**

- 1.
- 2.
- 3.
- 4.
- 5.

•  **Block calendar from weekly template**

•  **Block calendar to advance action list**

•  **Add/remove new/old projects**

•  **Review current projects**

•  **Block calendar for current projects**

•  **Review forecast tasks for next 7 days**

•  **Review calendar for next 14 days**

•  **Check conflicts in TimeTrade availability for next 14 days**

•  **Review daily habit reports**

▼  **Set this week's habit and record on board**

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