

## Graham's Weekly Checklist:

### 1. Get your inputs pack to zero –

- To Office file
- To Flat file
- On the move file
- Wallet, receipts, etc
- papers/post/in-tray
- notes from mtgs
- voicemails
- linkedin/twitter/facebook – anything this week?
- Emails back to zero
- print anything in 'read' email file & add to read paper file
- empty your head – what's on your mind?

### 2. Get your second brain up to date

review calendar

- past 2 weeks - incomplete actions?
- forward 3 weeks - upcoming actions?

review master action list

- get 'in' to zero on tasks in toodledo
- review each context
- force-delete 3 items

- force-delegate 3 items

review 'waiting for' lists

- waiting for list on toodledo
- waiting folder on email inbox

Action email folder down to zero

### SHORT BREAK

### 3. Think ahead

review project lists

- add one action for each project on Toodledo
- add one action for each project on TP project list (that you work on)

what are the coming weeks' big rocks?

Anything on good ideas park that should now become a commitment or project?

Get Toodledo tasks down to zero again

Any bold new ideas?

### 4. Get Ready

What can I blog about or video this week? Make plans of when and what

Travel plans, tickets, and stuff I need for the coming week – print, add to 'on the move' folder in my bag

People – any people you should give a 'heads up' to about upcoming conversations, meetings etc? Any meetings need confirming/double-checking?

### 5. Questions

Any resistance to completing certain tasks? Why? How can I overcome that?

What am I going to love or hate this week? Can I schedule these to build momentum?

What are the biggest challenges that need most proactive attention?

Check every action is something tangible, and can be done in less than half an hour. Anything longer, rephrase or break up into chunks of 'next physical actions'.

Check questions list on toodledo

**The end! Yay!**