



Weekly Review & Journaling

Use this comprehensive toolkit to support your end-of-week habit to reflect, reset, and improve - whether you use an AI assistant or go analog.

Use the following prompts and review questions to capture insights and plan better weeks ahead.

Time needed: 20-30 minutes | Best done: Friday afternoon or Sunday evening

1. Weekly Wins & Highlights

Celebrating progress builds momentum and reinforces positive patterns.

Reflection Prompts

- ☐ What am I most proud of this week?
- ☐ What positive feedback or outcomes did I receive?
- ☐ What moments felt meaningful or energizing?
- ☐ What challenge did I overcome or push through?
- ☐ How did I grow or learn something new?

Capture Section

This week's top 3 wins:

1. _____
2. _____
3. _____

Tasks I didn't complete (and why):

Energy or productivity pattern observed:

One thing I'll do differently next week:

Positive habit I reinforced:

Additional Win Categories

Professional Achievements:

- Completed projects or milestones
- Positive team interactions or collaborations
- Skills developed or knowledge gained

Personal Victories:

- Health and wellness wins
- Relationship moments or connections
- Creative or learning pursuits

Small But Significant:

- Habits maintained consistently
- Difficult conversations handled well
- Acts of kindness given or received

2. Energy & Focus Check-In

Understanding your energy patterns is key to sustainable productivity.

Energy Assessment

- ☐ Which days or time blocks felt focused and strong?
- ☐ What drained me or triggered stress?
- ☐ How well did I manage energy across the week?
- ☐ When did I feel most creative or innovative?
- ☐ What environments or conditions supported my best work?

Deep Dive Questions

Peak Performance Analysis:

- What time of day was I most productive?
- Which types of tasks energized vs. depleted me?
- How did sleep, nutrition, and exercise impact my energy?
- What meetings or interactions left me feeling positive?

Energy Drains Identification:

- Which commitments felt like obligations rather than opportunities?
- What technology or communication patterns disrupted my flow?
- How did multitasking vs. focused work affect my energy?
- What environmental factors (noise, lighting, space) impacted me?

Energy Mapping Exercise

Rate each day 1-10 for energy and note key factors:

Day	Energy Level	Key Factors
Monday	___/10	_____
Tuesday	___/10	_____
Wednesday	___/10	_____
Thursday	___/10	_____
Friday	___/10	_____

3. Lessons & Improvements

Growth comes from honest reflection on what didn't work and why.

Challenge Analysis

- ☐ What didn't go to plan - and why?
- ☐ What patterns or distractions showed up again?
- ☐ What small changes could make next week better?
- ☐ Where did I overcommit or underestimate time needed?
- ☐ What assumptions proved incorrect?

Pattern Recognition

Recurring Challenges:

- Communication breakdowns or misunderstandings
- Time estimation errors or scope creep
- Technology issues or system inefficiencies
- Decision delays or analysis paralysis

Distraction Patterns:

- Most common interruption sources
- Times when focus was hardest to maintain
- Digital distractions vs. environmental ones
- Internal distractions (worry, overthinking)

Improvement Opportunities

Process Improvements:

- Workflow adjustments needed
- Better preparation or planning approaches
- Communication or collaboration enhancements
- Tool or system optimizations

Mindset Shifts:

- Limiting beliefs that held me back
- Perfectionism or fear-based decisions
- Comparison or imposter syndrome moments
- Opportunities to be more compassionate with myself

4. AI Assistant Prompts to Try

Leverage AI to gain deeper insights and automate reflection processes.

Analysis Prompts

- "Summarize my calendar and task history from this week."
- "What types of tasks did I do most? Suggest a category breakdown."
- "Based on my energy notes, what 3 changes can improve next week?"
- "Draft a positive reflection I can share with my team."

Advanced AI Prompts

- "Help me identify patterns in my productivity based on these daily notes: [paste notes]"
- "Create a personalized energy optimization plan based on my week's observations"
- "Generate 5 specific questions to help me dig deeper into this challenge: [describe challenge]"
- "Write a encouraging message to my future self for when I'm feeling stuck"
- "Based on my wins and struggles, what should I prioritize learning or improving?"

AI-Powered Planning

- "Create a realistic schedule template for next week that considers my energy patterns"
- "Help me set boundaries around [specific challenge] with sample scripts or responses"
- "Generate a list of small experiments I could try to improve [specific area]"
- "Draft an accountability check-in I can send to my mentor/coach/colleague"

5. Next Week Snapshot

Bridge reflection into intentional planning for the week ahead.

Priority Setting

☐ My top 3 priorities

1. _____
2. _____
3. _____

☐ **Habits or systems I want to reinforce**

☐ **What I will say no to (or delegate)**

Expanded Planning Elements

Energy Allocation:

- High-energy tasks for peak performance times
- Low-energy tasks for natural dip periods
- Buffer time for unexpected needs or opportunities

Relationship Focus:

- Key people I want to connect with or follow up
- Difficult conversations I've been avoiding
- Appreciation or gratitude I want to express

Learning and Growth:

- Skill I want to practice or develop
- Feedback I want to seek or give
- Experiment or new approach I want to try

Week Ahead Visualization

Success Looks Like: By next Friday, I will feel successful if...

Potential Obstacles: Challenges I might face and how I'll handle them:

Support Needed: Resources, people, or tools that would help:

6. Gratitude & Appreciation

End your review on a positive note to reinforce good feelings and relationships.

Gratitude Practice

- ☐ Three things I'm grateful for from this week
- ☐ Someone who helped or supported me
- ☐ A moment of unexpected joy or surprise
- ☐ A lesson that will serve me going forward

Appreciation Actions

- ☐ Send a thank you note or message
- ☐ Share positive feedback with someone's manager
- ☐ Acknowledge a team member publicly
- ☐ Express gratitude to family or friends

7. Habit Tracking & Systems Review

Assess and adjust your productivity systems and routines.

Habit Assessment

Rate your consistency (1-5) with key habits:

- Morning routine: ___/5
- Evening wind-down: ___/5
- Exercise/movement: ___/5
- Healthy eating: ___/5
- Learning/reading: ___/5
- Connection/relationships: ___/5

System Optimization

What's Working Well:

- Tools or apps that proved valuable
- Routines that felt sustainable
- Processes that saved time or energy

What Needs Adjustment:

- Systems that felt clunky or complicated
- Habits that were hard to maintain
- Tools that created more work than value

Implementation Tips

Making It Sustainable

- **Start small:** Choose 3-4 sections that resonate most
- **Set a timer:** Limit your review to 30 minutes max
- **Be honest but kind:** Reflect without harsh self-judgment
- **Focus on progress:** Celebrate small improvements over perfection

Customization Ideas

- **Visual learners:** Add sketches, mind maps, or color coding
- **Busy schedules:** Create a 10-minute "lightning review" version
- **Team integration:** Share insights with colleagues or manager
- **Long-term tracking:** Keep reviews in a searchable digital format

Review Your Reviews

Once monthly, scan back through 4 weeks of reviews to identify:

- Themes and patterns across multiple weeks
- Progress on recurring goals or challenges
- Seasonal or cyclical patterns in energy and productivity
- Areas where you've grown or changed

Remember: This toolkit is most powerful when used consistently. Even a brief 10-minute review is better than skipping entirely. The goal is progress, not perfection.