

FRUM MINIMALIST PLANNER

WEEKLY REVIEW: A KEY TO PRODUCTIVE PLANNING

One of the best tools I share with my 1-on-1 coaching clients is the weekly review. It's a quick, powerful habit that helps you look back on your week—what went well, what didn't, and what you could improve.

I see firsthand how much this simple habit helps people stay focused and make real progress on their goals. And I know it works because it's a tool recommended by so many productivity and time management experts!

Why Review Your Week?

1. **Learning from Experience**

By reflecting on your week, you'll start to notice patterns. You'll see what worked, what didn't, and can start to make small changes so you don't keep running into the same issues.

2. **Reassessing Priorities**

It's easy to get busy doing "all the things," but a weekly review keeps you on track with your real goals. Instead of just completing tasks, you're making progress on what truly matters to you.

3. **Reducing Stress**

When you know where you're at with everything, it takes a load off. You'll feel more on top of things and less overwhelmed.

4. **Course Correction**

Reviewing weekly gives you a chance to make small adjustments if things didn't go as planned or if something new came up that needs your attention.

What Experts Say About Weekly Reviews

If you haven't read these books, I highly recommend them—they've been so helpful to me!

- **David Allen, author of *Getting Things Done***

David Allen calls the weekly review “critical for success.” He sees it as a key habit that keeps you clear on projects, lets you make decisions on next steps, and helps you stay in control of all your responsibilities.

- **Stephen Covey, author of *The 7 Habits of Highly Effective People***

Stephen Covey's book is honestly required reading, especially for those looking to build strong habits. Covey suggests a weekly review as part of his “Sharpen the Saw” habit. It's all about taking time to review priorities and refocus on what matters most, which he says is essential for balance and long-term success.

- **Laura Vanderkam, author of *168 Hours: You Have More Time Than You Think***

Laura Vanderkam talks about the power of looking back at how you spent your time so you can plan better for the week ahead. She says this reflection helps us fit in more of what really matters.

- **Cal Newport, author of *Deep Work* and *Atomic Habits***

Cal Newport's books are also on my must-read list! He advocates for weekly planning to help us keep focused on the big, impactful tasks instead of getting lost in the small stuff.

Questions for Your Weekly Review

Try using these questions as a quick guide each week:

1. **What went well this week?**

Think about even the little wins. Note what worked and why.

2. **What didn't go as planned?**

What challenges did you face? Think about why they happened and what you could do differently next time.

3. **What goals or tasks didn't get done?**

Make a note of anything that got pushed aside, and decide if it should be a priority for next week.

4. **What did I learn about my time management?**

Were there activities that took way more or less time than you thought? Look for any patterns.

5. **What will I focus on next week?**

Pick your top three priorities for a clear starting point next week.

6. **How can I make next week easier?**

Think about one or two small adjustments that could help you streamline tasks or lower stress.

Where to Write Your Weekly Review Reflections

In the latest Frum Minimalist planner, here are a couple of great places to record your weekly review: (If you are still using older versions of The Frum Minimalist Planner - there are plenty of spaces to do this too!)

1. **The Notes Section on Your Weekly Page**

Jot down your answers here each week. Keeping it on the weekly page makes it easy to flip back and stay connected to your insights.

2. **The Blank Page at the Beginning of Each Month**

If you like to see everything in one place, try writing your weekly reflections on the blank lined page at the start of each month. This gives you a nice overview of the whole month and makes it easier to spot patterns or progress over time.

3. **On a Sticky Note** If you prefer something flexible, try writing your weekly review on a sticky note. You can move it around in your planner or even place it on your fridge or desk as a reminder. This way, your reflections are always in sight and easy to access throughout the week.

Just a few minutes on this weekly review can make a huge difference in keeping your goals on track and boosting your focus.

Quick Tip: Use Tabs to Navigate Your Planner

Thank you so much for using the planner—I know so many of you are loving it as much as I do!

Here's a little tip that can make it even easier to stay organized: **add tabs to your sections** so you can quickly flip to the pages you need. You can find tabs at any stationery store, office supply store, or on Amazon.

Good-quality, removable or permanent tabs are great for organizing sections and marking pages you use most often.

Here's how I use mine:

- **Permanent tabs** for sections I refer to often, like *Meal Planning*, *Goals*, and *Events*.
- **Removable tabs** for things that change regularly, like a tab marked *This Month*, *Today*, *This Week*, or *Current Goals*. I even have tabs that include *Books I Want to Read* or *Kids' School Schedule Ideas I Have*.

It's a small step that can really help you make the most of your planner!