

Weekly Planning Session Template

To be completed every week

<ul style="list-style-type: none"><input type="checkbox"/> Clear Todoist Inbox<input type="checkbox"/> Review tasks in This Week folder<input type="checkbox"/> Move tasks from Next Week to This Week folder<input type="checkbox"/> Check This Month folder (can anything be brought forward?)	Notes
<ul style="list-style-type: none"><input type="checkbox"/> Review Master Projects List<input type="checkbox"/> Review calendar for next week (do I have time to do everything?)	

To be completed at the end of the month

<ul style="list-style-type: none"><input type="checkbox"/> Review next month folder (can anything be brought forward?)<input type="checkbox"/> Review calendar for the month. (Anything I need to be aware of?)	
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To be completed every three months

<ul style="list-style-type: none"><input type="checkbox"/> Review Long-Term and On Hold folder (anything be brought forward / deleted?)<input type="checkbox"/> Review systems - is everything working fine / anything need cleaning up?	
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Notes and observations