



[Smart Remote Gigs](#) | The GTD Weekly Review Checklist

# The GTD Weekly Review: Your Printable Checklist for Clarity & Control

**A step-by-step guide to the most important habit in Getting Things Done.**

Welcome! You've just downloaded the most powerful tool for maintaining a trusted GTD system. The Weekly Review is the "heartbeat" that keeps your system alive, transforming it from a collection of stale lists into a reliable command center for your life.

## **How to Use This Checklist:**

Print this document each week (Friday afternoons are a great time!). Find a quiet space, grab your favorite drink, and work through each of the three phases. Use the "Notes" column to capture any new tasks, ideas, or "open loops" that surface during your review.

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## Weekly Review Checklist for Date: \_\_\_\_\_

<input type="checkbox"/>	Action Item	Est. Time	Notes / New Open Loops Discovered
<b>Phase 1: Get Clear</b>		<b>(25-35 mins)</b>	
<input type="checkbox"/>	<b>Collect Loose Papers &amp; Materials:</b> Gather all notes, receipts, cards, etc., into your physical inbox.	5 mins	
<input type="checkbox"/>	<b>Get Inboxes to Zero:</b> Process all emails, download folders, voice memos, and digital capture tools.	15 mins	
<input type="checkbox"/>	<b>Perform a Mind Sweep:</b> Do a quick 5-10 minute brain dump of any new "stuff" on your mind.	10 mins	
<b>Phase 2: Get Current</b>		<b>(30-40 mins)</b>	
<input type="checkbox"/>	<b>Review "Next Actions" Lists:</b> Mark off completed tasks. Ensure remaining items are still relevant.	10 mins	

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|--------------------------------------|---|---------------------|
| <input type="checkbox"/>             | <b>Review "Projects" List:</b> Mark off completed projects. Ensure every active project has a next action.                | 10 mins             |
| <input type="checkbox"/>             | <b>Review "Waiting For" List:</b> Follow up on any overdue items. Remove completed ones.                                  | 5 mins              |
| <input type="checkbox"/>             | <b>Review Upcoming Calendar:</b> Look ahead at the next 1-2 weeks. Capture any preparation tasks.                         | 5 mins              |
| <input type="checkbox"/>             | <b>Review "Someday/Maybe" List:</b><br>Activate any projects you're ready for.<br>Delete any that are no longer relevant. | 5 mins              |
| <b>Phase 3:<br/>Get<br/>Creative</b> |   | <b>(15-20 mins)</b> |
| <input type="checkbox"/>             | <b>Review "Projects" List (Again):</b> Look for new opportunities, innovations, or improvements.                          | 5 mins              |
| <input type="checkbox"/>             | <b>Review "Areas of Focus":</b> Are all my key roles and responsibilities in good shape? Any new projects needed?         | 10 mins             |

# You're All Set for a Productive Week!

Congratulations on completing your Weekly Review. You've cleared your mind, updated your system, and oriented yourself for the week ahead. This single habit is the key to long-term, stress-free productivity.

## Keep Building the Habit

- **Feeling Stuck?** Many GTD challenges are predictable. Make sure you're not falling for one of the [5 Common GTD Mistakes](#).
- **Need a Refresher?** To reinforce the core principles, revisit our complete [Getting Things Done \(GTD\): A Beginner's Guide](#).

Thank you for downloading our checklist. We are dedicated to providing you with the clearest, most actionable productivity advice.

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