

WEEKLY REVIEW & PRODUCTIVITY AUDIT WORKSHEET

RETROSPECTIVE ANALYSIS, TIME ALLOCATION & NEXT SPRINT COMMITMENTS

WEEK OF: ____ / ____ to ____ / ____ HOURS WORKED: ____ hrs PRODUCTIVITY SCORE: [1][2][3][4][5] ENERGY: [Low][Med][High]

CORE PRINCIPLE: The weekly review is the steering wheel of life. Reflect ruthlessly, celebrate wins, and calibrate direction.

SECTION 1: CELEBRATION OF WINS & MILESTONES ACHIEVED THIS WEEK

WIN #1:

What enabled this success? _____

WIN #2:

What enabled this success? _____

WIN #3:

What enabled this success? _____

SECTION 2: TIME LEAKS, FRICTION POINTS & UNFINISHED PRIORITIES

FRICTION #1:

Root Cause / Systemic Fix: _____

FRICTION #2:

Root Cause / Systemic Fix: _____

FRICTION #3:

Root Cause / Systemic Fix: _____

SECTION 3: 5-PILLAR HOLISTIC LIFE BALANCE & HABIT CALIBRATION

LIFE PILLAR	CORE DIMENSION CHECKED	SCORE (1-10)	OBSERVED REALITY	NEXT SPRINT ADJUSTMENT
1. Health & Vitality	Sleep 7.5h+, Hydration, Clean Fuel, Workouts	____ / 10		
2. Career & High Impact	Deep Work Hours, Output Velocity, Sales/Revenue	____ / 10		
3. Finances & Wealth	Budget Envelope Adherence, No-Spend Days	____ / 10		
4. Relationships & Clan	Quality Presence, Deep Conversations, Romance	____ / 10		
5. Mindset & Peace	Meditation, Journaling, Screen Boundaries	____ / 10		

SECTION 4: STRATEGIC COMMITMENTS FOR NEXT WEEK SPRINT

THE #1 NON-NEGOTIABLE OUTCOME: _____

1 Keystone Habit to Tighten: _____ | 1 Major Distraction to Eliminate: _____

Target Deep Work Hours: ____ hrs | Review Completed & Scheduled in Calendar: [] YES (Signature: _____)