Use the official GTD checklist when following that method

Date: 2026-10-25

David Allen Company publishes its own complete Weekly Review checklist. The source links lead to that publisher’s PDF and explanation. Our worksheet uses original prompts for updating commitments and decisions.

For a GTD review, check the method’s actual lists and calendars, including waiting items and possibilities for later. Simply clearing an inbox is not the whole review. In the fictional example, “internship” becomes a project outcome, a next action to read requirements, a calendar meeting and a separate waiting item. The review checks what changed in each place. Keeping these records in an application does not make it a certified GTD product.

Where GTD fits

David Allen’s official method describes capturing, clarifying, organising, reflecting and engaging. In practice, first record incoming material, then decide whether it needs action and name that action. Reference information need not become a task. Waiting lists and regular reviews help you return to commitments. This does not require introducing every possible folder, application and ritual at the same time.

Getting Things Done - David Allen: turn obligations into next actions

GTD moves attention-grabbing commitments into a trusted external system. The official sequence covers capture, clarification, organization, regular reflection, and choosing action. Each item needs a decision about whether action is required. When several steps are involved, distinguish the project's desired outcome from the next physical or observable action. Reference material and possibilities that are not active commitments need appropriate places as well.

Editorial example: a student's list contains the word internship, which keeps being postponed. Clarification produces an outcome, a report meeting department requirements, and an action, opening those requirements and listing the mandatory sections. A supervisor meeting belongs in the calendar, while source material belongs in notes. The weekly review updates the next steps.

A long list without clarification and review is not the whole GTD system. Recording actions in My Day does not make it an official or certified GTD product.

1. Collect scattered commitments and clarify the desired outcome and next action of each active item.
2. Arrange a regular review to remove obsolete items and update what can actually be done next.

An original weekly checklist with an output for every check

Work through the checks below rather than copying every old item into a new week. A task may be complete, waiting, reduced, moved or deliberately closed. Record the reason when it changes a commitment. An empty field can mean “not applicable”; it does not need an invented activity.

Check	Action	Output to keep
Collect	Bring scattered reminders and notes into one temporary place	An intake list
Clarify	Decide whether each item needs an action, reference or later reconsideration	Concrete action or destination
Look back	Check completed work and recent calendar entries	Missed follow-up captured
Look ahead	Check upcoming commitments and preparation	A realistic first action
Review projects	Identify the remaining result and available next action	No active project without a next decision
Review waiting	Check whose response is needed and when to follow up	Owner and follow-up date
Review optional ideas	Activate only what fits; close what no longer matters	A deliberate choice
Choose next week	Compare capacity, priorities and recovery time	A small set of agreed outcomes
My additional check		

Sources

- David Allen Company: official GTD Weekly Review checklist
- David Allen Company: The GTD Weekly Review
- Missouri State University - Time Management Matrix
- Getting Things Done - official method
- Primary1954 speech transcript, American Presidency Project