An original weekly checklist with an output for every check

Date: 2026-10-25

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.

Fill the blank rows with your own examples.

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