A review record must show a decision, not only a status

Date: 2026-10-25

In this original example, a report draft exists but one source is missing. The decision is to verify the source before delivery, rather than label the whole project “almost done”. A second optional project is paused because the agreed week has no capacity. Review the work when the condition changes instead of moving it every morning.

Fill the blank rows with your own examples.

Item / evidence	Decision	Agreed owner	Next check
Report draft; one source unverified	Verify source and update reference before sending	Writer	Thursday
Optional study project; no available block	Pause; reconsider after the current deadline	Learner	Next weekly review
My item			

Sources

- David Allen Company: official GTD Weekly Review checklist
- David Allen Company: The GTD Weekly Review