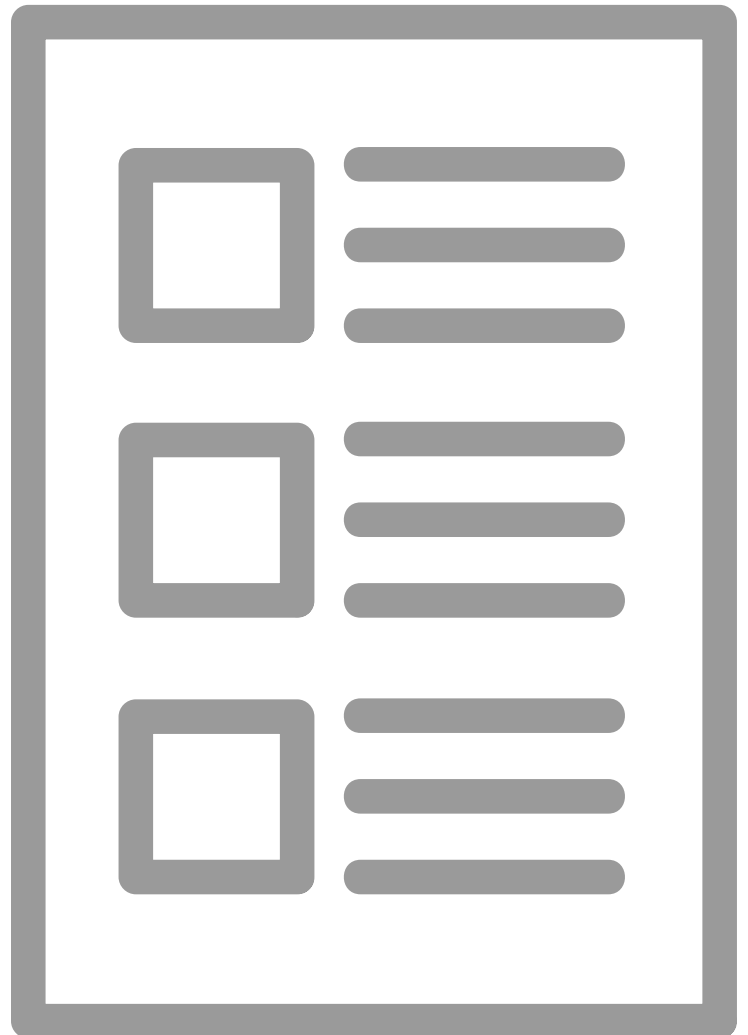




MODERN SOLO: WEEKLY REVIEW CHECKLIST

Step 1: Collect, Process and Organize All Inboxes

- __Your Brain/Mind Dump**
- __Physical Inbox**
- __Briefcase**
- __Email**
- __Notes on iPhone**
- __My daily journal**
- __Feedly**
- __Pocket**
- __Voicemail**
- __Google Drive**
- __Social Media Inboxes**
- __Blog comments**
- __Case List**





MODERN SOLO: WEEKLY REVIEW CHECKLIST

Step 2: Review Calendar

REVIEW- Review your meeting and events for the current week and add any follow up task you may have forgotten to your to do-list. Next review your calendar events for the next two weeks and add any related tasks or deadlines to your to do list.

APPOINTMENTS-I keep a paper planner as a back up to my calendar for meeting and court appearances so I reconcile my paper and digital calendars at this time.

WEEKLY EVENTS-There are certain routine tasks such as my weekly review, planning social media, blogging, and bookkeeping that I like to block off on my calendar once I have my court appearances and meetings filled in. This is how I ensure these tasks don't slip through the cracks

Step 3: Plan Next Week

1-3-5 Breakdown: For each day I break down my to do list into 1 major task, 3 medium tasks and 5 small tasks. The key to making this work is to be realistic about what you can accomplish in a day. A small task might be returning an email while a major task might be writing a motion.

Time Blocking: The last thing I do is put my to do's on my calendar. This has helped me immensely with getting more done in a short period of time. For this to be effective you have to have a realistic idea of how long it will take you to complete each task. Be sure to leave room for the inevitable task that will pop up throughout the week and don't be afraid to move things around if you need to.



MODERN SOLO: WEEKLY REVIEW CHECKLIST

Step 4: Reflect

What went well this week? _____

What could I do better? _____

What steps did I take to get closer to my goals? _____

