



A repeatable weekly review framework to help you stay focused, reduce overwhelm, and build momentum — even in difficult times.

1. Review the Week

- What were your 3 main wins this week?
- What didn't go as planned or created unnecessary stress?
- What unexpected challenges came up?
- How are you feeling about progress? (1–10)

2. Check the Numbers

- Current bank balance: £ _____
- Invoices paid this week: £ _____
- Bills paid this week: £ _____
- New sales/orders this week: £ _____
- Aged debtor's total: £ _____

3. Priority Reset

- What is the single most important goal for next week?
- What would make next week a success?
- What can be eliminated, delegated, or delayed?
- Who do you need to follow up with? (clients, team, suppliers)

4. Team & Communication

- Who needs clarity, encouragement, or support this week?
- What message needs to be shared to maintain morale and focus?
- Are there any hard conversations you've been avoiding?

5. Self Check-In

- How are you doing personally?
- Are you giving yourself time to think clearly and recharge?
- What support do you need? Who could you ask?