
Reflect before planning next week

Problem	Answer	Problem	Answer
1. What went well?		4. What to change next week	
2. What didn't get done — why?		5. Next week's top three priorities	
3. Hours by category vs plan			

Answer key – Weekly review

#	Problem	Answer
1	What went well?	
2	What didn't get done — why?	
3	Hours by category vs plan	
4	What to change next week	
5	Next week's top three priorities	

Notes