

# Look Back/Look Forward

Review weekly at the end of the week and review with an administrative professional who helps with your scheduling if relevant.

## Looking back...

- What meetings/activities were a great use of time last week and why?
- What meetings/activities were not a great use of time last week and why?
- Is there anything (meeting/activity) I wish I had spent more time doing last week?
- Is there any meeting/activity that has been rescheduled three or more times, if so does it really need to happen?
- Is there any meeting/activity on my schedule that I had follow-up items from that I haven't yet captured in my List Funnel somewhere?

## Looking forward...

- Is there anything I have on my schedule next week that may not be an excellent use of my time and is there any way to change that?
- Is there anywhere on my schedule next week that Future Me may be low energy or wish I had a break scheduled?
- Is there any meeting/activity on my schedule where I won't be adding value or getting value?