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Weekly work review template



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W E E K L Y R E V I E W

Friday reflection

Week ending · _____

Wins this week (celebrate them!) ·

What didn't get done (and why) ·

Loose ends to close before Monday ·

Top 3 priorities for next week · 1. ____ 2. ____ 3. ____

Anything to delegate, defer or drop ·

One thing I learned this week · _____

1 5 M I N U T E S O N F R I D A Y B U Y S Y O U A
C A L M , F O C U S E D M O N D A Y

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