

The Sunday System Review Checklist



A 30-minute weekly ritual to reflect, reset, and plan



Activities

☐

Step 1 - Look back (5 minutes)

Ask three questions: What actually got done and what didn't and why? What surprised me - good or bad? The review is where experience becomes wisdom.

☐

Step 2 - Identify the one big thing (5 minutes)

Look at the week ahead. Ask: if I could only finish one thing this week, what would have the biggest impact? **Write it down. Circle it. This is the week's anchor.**

☐

Step 3 - Plan the week (10 minutes)

Open your calendar. Block time for: 1 The one big thing (2-3 deep work sessions). 2 Walks (workouts, training). 3 Recovery (one evening off, no work). 4 (a call, a dinner, a check-in).

☐

Step 4 - Prep the environment (5 minutes)

Set up for Monday morning. Clear the desk. Lay out workout clothes. Write tomorrow's three priorities. Charge the devices. Put the journal where you'll see it.

☐

Step 5 - Pick a word for the week (2 minutes)

One word as the theme. Focus. Build. Finish. Recover. Show up. Write it down. A single word as a compass beats a hundred goals. It anchors every decision when distractions hit.

☐

Why it matters:

You're not stealing from your weekend - you're protecting your week. Total time: 30 minutes. **Total return: a week that feels intentional instead of accidental.**

