

Thoughts for the last week: This week...

Thoughts for the week to come: Next week is...

[Goal: About 1 page]

Time Spent on Weekly Evaluation:

Things to Remember from this Week:

***Memories of the Amazing, Interesting
and Unique***

Weekly Evaluation TODOs

- Free-form Weekly Reflection
- Time Evaluation with RescueTime and Toggl
- [Fill Out Questionnaire Form](#)
- Biggest Boulder Check-in / Rewrite
- Schedule 2-3 writing blocks in calendar
- Email: Inbox Zero
- Task and Project Review: 1> Brain Dump
- Task and Project Review: 2> Review Evernote Todo list of actionables

- Task and Project Review: 3> Process Unprocessed Evernote Stuff
- Task and Project Review: 4> Review Phone Notes
- What did I publish this past week?
- Review Blog/Writing Ideas + Drafts
- Cleanup Computer Desktop to create actionables and order
- Check LinkedIn Connection #s or Twitter Follower Numbers

A Few More Questions to reflect on...

- 1. What was the most enjoyable work activity of the last week?**
- 2. What were some frustrating or boring moments you had?**
- 3. How can you avoid that going forward?**
- 4. What are your biggest and most exciting challenges for the week to come?**
- 5. What do you need to get there?**

Activities Summary:

[paste weekly RescueTime Email here]

Time Analysis:

Computer time:

Computer Productivity Score:

What about offline time?

Toggl Time:

XX hours

Personal Time:

Work Time:

Pomodoros Time:

XX tomatoes

Last week's Daily accomplishments

{paste here}

Notes / Analysis on the Process:

Some Raw-er Data

Toggl Report