Workflows and Processes

- Personal Annual Review Process
- My GTD Workflow
- Weekly Review

Personal Annual Review Process

Many PKM and TFT experts advocate an annual review of your life and goals and whilst January 1st is a bit arbitrary, it still seems like as good a time as any to do some self-reflection.

> Taking the time to perform an annual review is the most effective way I know of to edit your own narrative and be the author of your own life. Don’t miss the opportunity.
>
> Tiago Forte - The Annual Review is a Rearchitecture

Resources

- https://nesslabs.com/year-in-review
- https://fortelabs.com/blog/the-annual-review-is-a-rearchitecture/
-

My GTD Workflow

GTD and Todoist

I'm using Todoist to manage my todos. I've found a few resources online have been useful for getting my head around how to operate on a weekly basis.

- The official GTD website provides a Weekly Review Checklist template which is kind of neat.
- This page outlines a basic review format which I've copied and pasted as a recurring todoist task

Weekly Review

A weekly review provides an opportunity to celebrate your wins, commiserate your losses and plan your next move. Almost all PKM authors advocate weekly reviews of some description.

What Should I Review?

During a weekly review you should revisit the past week and consider things that went well and the things that didn't Anne-Laure at Ness Labs advocates a simple 3 column table called Plus Minus Next (mirror). You write what went well under the '+' column, what went poorly under '-' and what you will do next under '->'.

Ta-da List

A ta-da list is what happens when you complete things off your todo list - it's stuff you've finished. Having sight of all the stuff you checked off this week can be quite inspiring and help you to fight off any negative self-talk along the lines of "I'm useless" or "I never achieve anything".

I like to use Logseq to show me any tasks that I have done within a week which I've tagged with #Goals - that way I can quickly see a list of things that I've achieved.

```
- {{query((and [[Goals]] (task DONE) (between [[Jan 14th,2024]] [[Jan 21st,2024]])))}}
  query-table:: true
```

Todo List

YNAB Transactions

Resources

- The Design of a Weekly Review - Tiago Forte (Mirror)
- Ness Labs - The power of the weekly review (Mirror)