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)

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