

Weekly System Review Template

Use this expanded template each week to evaluate your systems, habits, and progress. Each section includes guidance to help you reflect effectively and make meaningful adjustments.

1. Weekly Summary

Instructions:

Reflect on your week as a whole. Capture the major themes, wins, difficulties, or surprises. This section builds situational awareness and helps you see patterns over time.

- **What went well this week?**

Identify successes, smooth workflows, or moments where your systems supported you.

- **What challenges did I face?**

Note anything that created friction, stress, or delays.

- **What patterns did I notice?**

Look for repeated behaviors, emotional cycles, environmental triggers, or time-based trends.

- **What surprised me?**

Capture unexpected wins, setbacks, or insights.

2. Progress Review

Habits & Routines

Instructions:

Evaluate the consistency of your habits. Determine which ones held up under real conditions and which ones faltered—and why.

- **Which habits worked consistently?**

Identify your stable routines and what enabled them.

- **Which habits failed or slipped?**

Note any habits you avoided, forgot, or struggled with.

- **Why?**

Look for root causes such as environment, energy, timing, clarity, or motivation.

Goals & Projects

Instructions:

Measure meaningful forward movement rather than just task completion.

- **What meaningful progress did I make?**

List results, not just tasks—what moved you closer to your goals?

- **What milestones or tasks were completed?**

Record completed work, major steps, or achieved checkpoints.

3. System Health Check

Instructions:

Give each system area a score from **1 (poor)** to **5 (excellent)**.

Use the notes column to describe why you chose that rating and what caused strong or weak performance.

System Area	Rating (1–5)	Notes (Why this rating?)
Daily routines		
Energy & recovery		
Motivation & clarity		
Work structure		
Environment & tools		
Emotional resilience		

4. Obstacles & Root Causes

Instructions:

Diagnose the “why” behind challenges. Understanding causes prevents repeated failures.

- **What blocked my progress?**

Consider disruptions, distractions, resource limitations, or bottlenecks.

- **What triggered stress or friction?**

Identify emotional or situational triggers.

- **What root causes can I identify?**

Dig deeper—look for systemic issues rather than isolated incidents.

5. Adjustments for Next Week

Instructions:

Translate insight into action. Improvements should be small, targeted, and realistic.

- **Which habits should I strengthen?**

Choose 1–2 routines to reinforce with cues or structure.

- **Which habits or behaviors should I remove or simplify?**

Eliminate friction by removing unnecessary steps or commitments.

- **What small system improvements can I make?**

Environmental tweaks, changed timings, checklists, or automation.

6. Priorities for Next Week

Instructions:

Set a clear direction. Priorities should be achievable and aligned with long-term goals.

- **Top 3 goals:**

- 1.
- 2.
- 3.

- **Supporting tasks:**

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Tip: If a goal doesn't have supporting tasks, break it down further.

7. Personal Reflection

Instructions:

Anchor your review emotionally and mentally. Reflection builds identity, confidence, and self-awareness.

- **What did I learn about myself this week?**

Capture insights about your behavior, values, or tendencies.

- **What am I proud of?**

Reinforce positive identity shifts and wins, even small ones.

- **What do I want to carry into next week?**

Choose attitudes, strategies, or insights worth repeating.

Consistent weekly reviews compound into long-term clarity, discipline, and self-mastery.