

# 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.

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## 1. Weekly Summary

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### 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.*
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## 2. Progress Review

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### 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.*
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### 3. System Health Check

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**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		

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### 4. Obstacles & Root Causes

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**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.*
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## 5. Adjustments for Next Week

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### 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.*

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## 6. Priorities for Next Week

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### 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.*

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## 7. Personal Reflection

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### 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.*

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