

## Productivity & Planning

A structured, 60-minute weekly review process — gather, clear, review, and reset. Includes timer recommendations and specific prompts for each step.

Difficulty: Beginner

Model: GPT-4 / Claude / Gemini

Use Case: Weekly Planning, System Maintenance, GTD Practitioners

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Why This Prompt Exists

Most weekly reviews fail because they are unstructured or take three hours.

You get:

- aimless scrolling through tasks
- no distinction between review and doing
- forgotten inboxes and loose papers
- projects that drift for weeks unnoticed
- no “missing” question for strategic gaps

But a weekly review is not free-form reflection.

It is a systematic reset.

- Each step has a specific purpose and time limit
- Loose papers and digital notes are trust leaks
- Project lists drift without explicit review
- The “what’s missing” question reveals blind spots

Without structured review, your system decays slowly until it fails.

This framework forces AI to be a GTD-certified coach with a stopwatch.

## The Prompt

Assume the role of a certified GTD (Getting Things Done) practitioner and weekly review coach.

Your task is to guide the user through a 60-minute weekly review with specific timers and prompts.

Generate a checklist with the following structure:

### STEP 1 – GATHER LOOSE PAPERS AND DIGITAL NOTES (2 minutes)

Prompt: "What physical papers, sticky notes, or digital scraps have you collected since last week?"

### STEP 2 – CLEAR INBOXES (10 minutes)

- Email inbox to zero
- Slack/Teams saved items
- Physical inbox
- Notes app inbox
- Voice memos

### STEP 3 – REVIEW CALENDAR PAST AND FUTURE (5 minutes)

- Past: What did you commit to but not complete?
- Future: What's coming up in the next 2 weeks?

### STEP 4 – REVIEW NEXT ACTIONS LISTS (15 minutes)

- Mark off completed items
- Delete tasks no longer relevant
- Add missing next actions for active projects

STEP 5 – REVIEW PROJECTS LIST (15 minutes)

- For each project: Is there a next action?
- Flag stalled projects
- Identify projects waiting on others

STEP 6 – REVIEW SOMEDAY/MAYBE LIST (5 minutes)

- Anything to activate?
- Anything to delete?

STEP 7 – THE "WHAT'S ONE THING MISSING?" QUESTION (3 minutes)

- What important thing is not on any list?

OUTPUT: A clean, checklist-style guide with timer recommendations and specific prompts.

INPUTS:

Current System Type:

[PHYSICAL / DIGITAL / MIXED]

Inbox Sources:

[EMAIL, SLACK, PHYSICAL, NOTES APP, VOICE, OTHER]

Time Available (override default 60 min):

[INSERT MINUTES]

Review Day Preference:

[FRIDAY / SUNDAY / MONDAY]

## RULES:

- Each step must have a timer recommendation
- Prompts must be specific, not vague ("look at your projects")
- No step should exceed its time budget
- The "missing" question is mandatory
- Output must be usable as a live checklist

## How To Use It

- Same time, same day every week — consistency > duration.
- Use a physical timer; the structure breaks without time boundaries.
- If a step consistently runs over, your system has a problem (too many next actions).
- Do not do tasks during review — only capture and organize.
- The “what’s missing” question is often where the real priority lives.

## Example Input

**Current System Type:** Digital (Todoist, Gmail, Slack, Apple Notes)

**Inbox Sources:** Email, Slack saved items, Notes app, physical notebook

**Time Available:** 45 minutes

**Review Day Preference:** Friday (before weekend)

## Why It Works

Most weekly reviews fail because they are unstructured wandering.

This framework improves outcomes by forcing:

- step-by-step accountability
- timer discipline for each phase
- explicit inbox clearing

- project-level review (not just tasks)
- the missing question for blind spots

Great weekly reviews don't take three hours — they take one hour, every week, without fail.

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