

The Weekly Review Checklist

Last Week's Score

What was your overall score on the Kaizen Success System Worksheet for the week?

Weekly Goals

Did you complete your 5 weekly goals for last week?

If not, why not?

Weekly Challenge

What was your weekly challenge and did you complete it successfully?

What lesson if any did you learn from trying the weekly challenge?

Area's Lacking

Where there any areas from the Kaizen Success System Worksheet that you continually missed out on?

If so, what where they and what is causing you to consistently miss them?

Is there anything you can do to create a new good habit to include these lacking areas in the weeks moving forward?

Celebrate

Celebrate your wins from last week. If you are happy with your result and feel you are making good progress, then you must reward yourself. Not only reward yourself but consider celebrating with others too and share your successes.

You might consider:

- Taking a full 24 hours off to relax and enjoy yourself
- Go out for dinner with friends or family

- Buy yourself a small gift for your achievements

Celebrating by rewarding yourself re-enforces the sub-conscious minds desire to want to work harder for you. It's just basic human nature.

Next Week's Goals

Access your progress from last week, check your go-day goal action plans and complete your 5 weekly goals for next week

Next Week's Challenge

Open up the 52 weekly challenges and choose a new weekly challenge to carry out over the following week

90 Day Goal Analysis

After analyzing your weekly success check your go-day goal action plan and see if you are on target, ahead or behind.

Based on where you are, adjust your next week's goals keeping in mind any other circumstances that you know may come up in the week. If you feel your go-day action plan has to be adjusted, then make the adjustments but keep notes on why in preparation for the quarterly review so you can make sure mistakes and set-backs are minimized moving forward.

1 Year Goal Analysis

After analyzing your go-day goals in the step above look back at your 1 year goals and make sure you still feel you are on track. If not try to identify why not and how you can get back on track over the following quarters.