

Blue Ocean Business Coaching



Weekending Review

NAME: _____

Date: _____

Five Minute Week-Closing Ritual- Give yourself the gift of closure and clarity in preparation for a fabulous weekend with this simple challenge:

- Review your completed tasks/projects and identify priorities for the next week.
- Note how many 80/20 productive vs. busy tasks you accomplished this week!
- Self-coaching question: Will next week be as good or better? How will I improve?
- Email your coach your highlights for the week. Lowlights and challenges too.

“On Time” invested in your business this week. ____None ____Some ____Enough

Time & Priority Management: Rate Your Daily Disciplines

- | | AWEsome | +Average-- | Awful |
|---|-----------------------|-----------------------|-----------------------|
| • Setting/managing my mindset and focus each morning | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Utilizing my calendar/daily organizing system | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Organizing my day's priorities and desired outcomes | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Reaching out to potential clients and partners each day | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Daily review of results: gratitude for the wins and | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| • Renewed resolve toward the challenges | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Wins of the week

Challenges or Stuck Areas:

Weekend re-charge and recreate plan?

Congratulations on closing your week with focus and purpose. Have a relaxing, restorative weekend!