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Over the past 10 years, I have earned a Ph.D. & got promoted to CEO while having 6 kids.

The secret to keeping it all under control?

One small habit.

It's not sexy, but it's essential.

Here's the breakdown for you:

1/ The Weekly Review habit

What is it? The key idea is you sit down once a week and check everything under your control.

- ToDos
- Projects
- Calendar
- Messages
- Physical inbox
- Goal and vision alignment

-> Then plan out the next week

2/ What tool to use?

A weekly review is not about what app you use. You can do it with pen & paper.

I have experimented with Evernote, Things, OneNote, Roam. They all work.

Key is to make it a habit.

Now I use Notion (screenshots below are from my actual templates).

3/ Inboxes

Check all message channels first (use a checklist to not miss any)

Then Emails (work and personal), intrays, etc. <https://t.co/kRQEcSJrUo>

Review Checklist

Messages

- Texts
- Slack
- Signal
- Teams
- Discord
- Telegram
- Whatsapp
- Twitter DMs
- Instagram DMs

Email

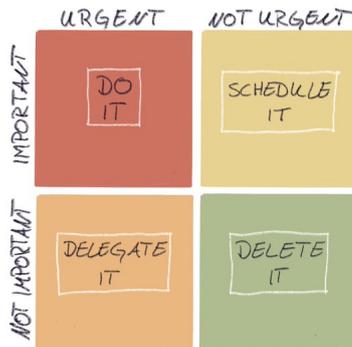
- Personal Email
- School Email
- Newsletter
- Coaching
- Outlook

4/ Todos

Check on any todos you did not get done last week.

If they're still relevant, reschedule them.

If you're unsure use the Eisenhower Matrix (urgent vs not urgent; important vs not important). <https://t.co/zAzi89b1ow>



5/ Stuff you forget

Have a list of the odd things, you would otherwise forget.

For example: check website SEO, file receipts, clean desktop. <https://t.co/54JznLDQKa>

Note-taking Inbox

- Otter
- Apple Notes
- Notion Inbox
- Physical Papers

Calendar Review

- Review last two (2) week's calendar ⇒ Does anything need follow-up?
- Review the coming Three (3) week's calendar ⇒ Need to start prepping for anything?

ToDos

- Physical Desktop Clean-Up
- + :: Laptop Desktop Clean-Up
- Blog (upload new essays)
- Process Physical Inbox
- File & sort receipts
- Open and file mail
- Send Newsletter
- SEO review

Planning

- Review - Evaluate where projects stand, have at least one next "Active Action" for each
- To-Do Review → Set Daily Highlight for each day

6/ Weekly Reflection

Make time to ask some deeper questions.

This helps you check in with how you felt about last week.

Ensure you celebrate the wins (which we often forget) + lessons learned. <https://t.co/F6ZkYxa0Hq>

WEEKLY REFLECTION

This week's highs / good / happy / proud moments:

- List

This week's lows / frustrations / challenges / struggles:

- List

What I learned this week:

- List

Who / what I'm grateful for:

- List

What I'd like to improve / What I hope for:

- List

7/ Calendar Review

Both looking back and looking forwards.

Deadlines, meetings, etc.

Block out time every day to do the work, not just pretend to be busy.

Make sure to have a fixed day for your weekly review. Easy to forget, but it's the linchpin of the system.

<https://t.co/kStylsG4F5>

The image shows a screenshot of a weekly calendar grid. The grid is organized into columns representing days of the week and rows representing time slots. Each cell contains a specific activity or task. The activities include: Morning Routine (05:00), Workout (05:45), Family Meal Prep (06:30), Get Ready (07:30), School Run (08:00), Office Check-in/Review (09:00), Leadership Coaching (09:00), Management Group (09:00), Deep Work (09:00), Weekly Review (09:00), S Ballet + Family Walk (09:30), Family Walk (09:30), Work Walk-Around (10:00), Project Work (11:00), HP Meeting (11:30), A Catch-Up (12:30), Lunch Break (12:45), Board Work (13:00), Finance (13:30), Remote Work - Email (13:30), Project Work (14:45), Bookable Meetings (14:30), Blog Posts (14:00), Swimming Baby (15:00), Emails (16:15), Family Dinner (17:00), Ballet Run (18:00), Family Dinner (18:00), Bedtime Kids + Story (18:30), Bedtime Kids + Story (19:00), Work Catchup (20:00), Newsletter + Website (20:00), Date Night (19:30), and Family Dinner (17:00).

8/ Planning

Lastly, plan your ToDos for the coming week.

Be realistic, don't dump it all in on Monday.

Have one important task (One Thing) for each day and do that one first.

This ensures momentum and that bigger projects do not get forgotten. <https://t.co/la8FAFVy80>

View of Tasks

Tomorrow + Add view Filter Sort Q ... New

Risk Register Board	June 21, 2022	The One Thing	September Trustee Meeting		Board
Prepare Consultation Meeting	June 21, 2022	Medium Effort			CEO
Organise SL Time Mgmt Training	June 21, 2022	Medium Effort	Personal Management Training		Training (To Give)
Prepare Parents evening	June 21, 2022	Low Effort			Family
Install kids new Piano app	June 21, 2022	Low Effort			Family
Fill out and Send Pension forms	June 21, 2022	Low Effort			Personal Finance
Morning Routine → have todos visible and the ONE THING	June 21, 2022	Quick Action			Personal Growth
Mandatory Training As Project	June 21, 2022	Quick Action			

+ New

9/ Why?

If you want to make the habit stick, know why you're doing it.

My purpose is to stay organised to serve my teams at work and at home better.

My wife's given me an amazing family and I can support her best by managing my time effectively.

<https://t.co/ZHjvSowZxB>

Personal Manifesto

To lead a life of service. Pushing myself daily to become the best version I can be to honour my family.

What I believe in

- Family is everything
- A disciplined life will set you free
- It is our duty to create a better tomorrow

I stand for

- Loyalty
- Honour
- Humility

The system to get your life organised:

1. Commit to a weekly review
2. Check all your inboxes
3. Check all your to-dos
4. Reflect on your week
5. Review the calendar
6. Plan the next week

Do this every week and see your life become more balanced.

If you enjoyed this thread, please retweet it so others can learn about the weekly review process too.

<https://twitter.com/PeakTobi/status/1539234970157432832>

And for more content like this, follow me [@PeakTobi](#)

Add on:

This thread isn't about reaching my goals, simply about how to stay organised.

My wife is my rock and the rock of my family. Nothing would be possible without her. Thank you for taking time to read this.

I'd like to apologize for the offense this thread has caused.

It wasn't my intention to downplay my wife's incredible support, care and devotion to our family.

The wording here has been terrible and I've learned my lesson.

Again, I am very sorry!