

Middle Way Method

Weekly Review

1 Create/Review/Edit Mission & Vision

2 Review Last Week

What goals were achieved?
What were the challenges?

3 Decide Roles to Act On

4 Identify Physical, Spiritual, Mental, Social Goals

5 Process Inboxes

Loose papers Notes
Head Lists
Calendars Action Items

6 Review/Edit/Create Projects

Daily Review

1 Review Calendars

2 Prioritize Actions

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