

WEEKLY MEETING WITH MYSELF

Once a week, have a big picture planning meeting. The weekly meeting with yourself is an opportunity to prioritize and plan for the coming week. It is also an opportunity to look ahead at upcoming deadlines and commitments and make decisions about what you can get started on sooner.

I recommend asking yourself the following questions to help you with planning and prioritization.

- Where am I stalled? These are the tasks that you are putting off. Plan to get moving on at least one of these things early on in the week.
- Is there a decision I need to make? You might find yourself procrastinating about a task or leaving an email unanswered because you need to make a decision.
- Who are the people I need to communicate with? Ask this question to remember who you need to get in touch with or update on the status of a file.
- What is coming up? I use this question to remind me that something needs to get started.
- What can I delegate? Ask this question to find the opportunities for involving an associate on a file sooner rather than later! Schedule delegation meetings early in the week.

Use the weekly meeting to update your to-do list, list your priorities, and to check in with your capacity for the week. This weekly meeting ritual will provide the foundation for a productive week.