Weekly Review Action Plan

NAME	Your name here	DATE	Date for the first day of next week here

Q1 - Urgent and Important	Q2 - Less Urgent and Important
Q3 - Urgent and Less Important	Q4 - Less Urgent and Less Important

New Work I Must Do Next Week *(Not already in my diary)*	Quadrant	Hours
Total Hours of New Work I Must Do		**0.0**
Hours Intending to Work Next Week		
Minus: Committed Hours	*(anything already scheduled in diary at time of completing WRAP)*	
Minus: Reactive Hours	*(interruptions etc.)*	
Total Hours Available *(Equals Hours Intending to Work - (Committed Hours + Reactive Hours)*		**0.0**
My shortfall/surplus is:		**0.0**

If your 'Total Hours Available' are less than your 'Total Hours of New Work I Must Do' revisit your Committed and Reactive time first and reduce where possible.

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