

WEEKLY REVIEW & ACTION PLAN

Name: _____ Week Commencing: _____

Q1 – URGENT & IMPORTANT	Q2 – IMPORTANT, BUT NOT URGENT
Q3 – LESS IMPORTANT, BUT URGENT	Q4 – LESS IMPORTANT, NOT URGENT

Work I Must Do (not already in my calendar) (Look in: Projects / Key Responsibility Files, Bring Forward, Pending, Speak To etc.)	Quadrant	Hours
Total hours of Work I Must Do		
Hours intending to work		
Less: Committed Hours (anything already scheduled in diary at time of completing WRAP)		
Less: Reactive Hours (interruptions etc)		
Total Hours Available (i.e. hours intending to work minus committed and reactive hours)		

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