

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
Head
Calendars

Notes
Lists
Action Items

6

Review/Edit/Create
Projects

Daily Review

1

Review
Calendars

2

Prioritize
Actions