

The Middle-Way Method

Toolkit Part Six



A practical workbook for aligned, flexible, and grounded living

Designed to help you reflect, reset, and move forward—without burnout.



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Welcome to the Middle-Way Method

The Middle-Way Method is a simple, flexible approach to planning that emphasizes balance, clarity, and sustainable progress. Designed to help you align your actions with your values and priorities, it offers a clear, actionable framework to keep you on track while staying adaptable to life's changes.

Whether you're seeking personal growth, productivity, or a better way to organize your life, the Middle-Way Method helps you:

Focus on what truly matters

Create sustainable routines

Stay grounded and flexible

Reconnect with your deeper values

This toolkit is designed to help you reflect, reset, and make progress in a way that feels good—without the pressure of perfect execution. Use it as a guide to help you stay on course, adapt your goals, and move forward with clarity and purpose.

The toolkit includes a series of simple worksheets, each grounded in one of the method's key principles. They're designed to work with your natural rhythms—seasonally, weekly, or whenever you feel stuck or ready to reset.

Focus of This Toolkit:

Toolkit 6 centers on the ****Daily, Weekly, and Yearly Reviews****, the core feedback loop of the Middle-Way Method. Its purpose is to help you turn reflection into action, making insights from your daily life practical and impactful. Rather than adding more tasks or complexity, this toolkit provides a clear, structured way to capture what matters, evaluate progress, and adjust course consistently.



Middle-Way Flow Map

A visual overview showing how daily, weekly, and yearly reflections connect. Use this map to see the “big picture” of your planning flow and understand how each review informs the next.

YEARLY REVIEW

****Perspective · Meaning · Direction****

Step back to reflect on the bigger picture.

Clarify values, long-term goals, and life direction.

Identify what to continue, what to release, and what needs to change.



WEEKLY REVIEW

****Alignment · Patterns · Priorities****

Translate long-term direction into weekly focus.

Review progress, notice patterns, and choose meaningful priorities.

Adjust plans so your time and energy stay aligned with what matters.



DAILY REVIEW

****Action · Energy · Presence****

Focus on what matters today.

Choose your key priorities, align tasks with energy, and make small adjustments as needed.

This is where intention becomes action.



LIVED EXPERIENCE

****Action → Feedback → Insight****

Life happens here.

Your actions create results, lessons, and data that feed back into reflection — completing the cycle and beginning it again.



Daily Review Sheet

Organize your day around intention, energy, and key priorities. Capture your 1–3 key Rocks, align tasks with peak focus periods, and note quick reflections or reality checks.

Today's Intention

How do I want to show up today?

Today's Priorities

If only a few things get done today, let them be these.

1.
2.
3.

Alignment Check

Do these priorities reflect what matters right now?

What feels most important today?

Is anything pulling attention away unnecessarily?

Simple Adjustment

One small shift that would improve today.



Weekly Review Sheet

Step back to review the week using the Collect → Evaluate → Align → Choose framework. Gather insights from daily reviews, evaluate progress, align with larger goals, and select the Rocks to focus on next week.

Week At a Glance - (Dates or Week Number)

What Moved Forward - What actually progressed this week? Big or small counts.

What Stalled or Resisted - Where did friction appear? Avoid blame—just notice patterns.



Weekly Review Sheet - Page 2

Patterns & Signals - What does this week reveal about habits, focus, or environment?

Alignment Check - Did my actions reflect what matters most right now?

What felt aligned?

What felt off-course?

Lessons to Carry Forward - What should not be forgotten?



Yearly Review Sheet

Take a long-term view of your values, priorities, and commitments. Reflect on what to continue, stop, or start, and translate yearly insights into actionable weekly and daily plans.

What mattered most this year? - Moments, experiences, or efforts that genuinely shaped your life.

What supported me — and what quietly worked against me?

Habits, environments, people, or patterns that helped or hindered progress.

What feels complete, and what feels unfinished?

What can be released, and what still wants attention?



Yearly Review Sheet – Page 2

What deserves more space next year?

Values, directions, or priorities worth carrying forward.

What are 1–3 guiding focuses for the year ahead?

These should inform weekly planning and daily choices.



Weekly & Yearly Journal Prompts

Use these prompts to guide deeper reflection and capture insights from your week and year. They help you identify achievements, challenges, patterns, and opportunities, so you can make intentional adjustments and align future actions with your values and priorities.

Weekly Review Journal Prompts:

1. What goals did I achieve?
2. What challenges did I face?
3. What lessons have I learned that I can start incorporating this week?

Yearly Review Journal Prompts:

Mission and Vision

- * How well did my actions this year align with my mission and vision?
- * Which aspects of my mission or vision need revising to reflect my current priorities?
- * Did I notice any conflicts between my stated values and my daily decisions?

Roles, Responsibilities, and Relationships

- * Which roles did I fulfill most effectively? Where did I underperform?
- * How did my commitments to others support or hinder my goals?
- * Are there relationships that need more attention, or boundaries that need strengthening?

Projects, Goals, and Tasks

- * Which projects gave the most value or satisfaction?
- * Which goals were left incomplete, and why?
- * How did my effort compare to the outcomes achieved?

Low-Value or Unexpected Activities

- * Which tasks consumed time but added little value? Could they be delegated or eliminated?
- * Which unexpected activities added positive value, and how can I incorporate similar opportunities in the future?
- * Where did distractions or unplanned demands divert focus from priorities?

Planning for the Year Ahead

- * Which projects, habits, or routines should I carry forward?
- * Which initiatives should I stop, delegate, or adjust?
- * What new projects or goals align with my mission and priorities for the coming year?
- * What small, concrete actions can I take in the first week to begin these priorities?



Space for Thoughts

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