TEAMSTACKGUIDE · FREE TEMPLATE

The Weekly Review Template

Thirty-five minutes at the end of the week, and Monday starts with a plan your team already agreed on.

By TeamStackGuide · Updated October 24, 2026 · 4 pages: how to use it, the blank template, and a filled-in example

How to use it

1. **Pick one time you'll keep**, the same slot every week, and put it on your calendar as a recurring event.
2. **Work top to bottom.** Each of the five parts has a suggested time box; the whole review fits in about 35 minutes.
3. **Share the top 3.** Post next week's three priorities where your team already works: your project tool, team chat, or the Monday stand-up.

KEY INSIGHT
The review you repeat every week beats a perfect one you run once. Short and steady wins.

ACTION STEP
Before you close this page, book a 35-minute recurring slot for your first review.

COMMON MISTAKE
Turning the review into a planning marathon. Pick three priorities; the rest of the list waits on the board where it already lives.

PRO TIP
Save the blank as a recurring task or doc template in the tool you already use, so a fresh copy is waiting each week.

WHAT YOU CAN SKIP
You can skip the “one lesson” line for your first month. Get the habit going first; the lessons show up on their own.

What's inside

- Five parts: Clear the decks, Look back, Project check, Look ahead, Decide next week
- A project-check table with status, next action, owner, and due date
- A “top 3” box with owner and a done-when line for each priority
- A filled-in example from a fictional five-person design studio

BLANK TEMPLATE

Weekly review · Week of _____

1. Clear the decks · 5 min

- ☐ Move every note, email flag, and chat ask into your task list.
- ☐ Close the tasks you finished this week.
- ☐ Write down any loose end still in your head.

2. Look back · 10 min

Wins this week

What slipped, and the one-line reason

WHAT SLIPPED	WHY, IN ONE LINE

One lesson to keep

3. Project check · 10 min

Status: On track · At risk · Blocked

PROJECT	STATUS	NEXT ACTION	OWNER	DUE

4. Look ahead · 5 min

Deadlines, meetings that need prep, and who's out in the next two weeks:

5. Decide next week · 5 min

Next week's top 3

#	PRIORITY (AN OUTCOME)	OWNER	DONE WHEN…
1			
2			
3			

One thing to stop, shrink, or hand off

One ask for the team

☐ Top 3 shared with the team ☐ Next review is on the calendar

FILLED-IN EXAMPLE

Weekly review · Week of Oct 26

Example only: Ridgeline Studio is a fictional five-person design studio. Names, projects, and dates are made up to show how a finished review reads.

1. Clear the decks

☐ ☐ ☐ *Inbox, chat asks, and finished tasks all cleared.*

2. Look back

Wins this week

- *Client A homepage mockups approved on the first round.*
- *New intake form is live; every request now lands in one board.*

What slipped: *Client B brand guide. Waiting on their logo files; asked again Thursday.*

One lesson to keep: *Asking for source files at kickoff saves a week later.*

3. Project check

PROJECT	STATUS	NEXT ACTION	OWNER	DUE
Client A website	*On track*	*Build page templates*	*Sam*	*Nov 6*
Client B brand guide	*At risk*	*Call to unblock logo files*	*Priya*	*Oct 30*
Studio portfolio refresh	*Blocked*	*Pick 6 case studies*	*Jordan*	*Nov 13*

4. Look ahead

- *Client A review meeting Tuesday: prep the clickable prototype.*
- *Priya out Friday.*
- *Invoice run due Nov 2.*

5. Decide next week

#	PRIORITY	OWNER	DONE WHEN…
1	*Client A templates ready for review*	*Sam*	*Templates shared in the review link*
2	*Client B logo files received*	*Priya*	*Files in the shared folder*
3	*Portfolio case studies chosen*	*Jordan*	*List of 6 posted in the project*

Stop or hand off: *Hand the invoice run to Alex.*
Ask for the team: *Everyone: log time by Thursday noon.*