

Weekly Velocity Review Template

Use this template each week to reflect on your progress, assess alignment with your goals, and make thoughtful adjustments to maintain momentum.

1. Direction: Are You Pointed the Right Way?

- What are your top 1–3 priorities this week?
- Are these still aligned with your long-term goals?
- Have any new opportunities or challenges shifted your focus?

Notes:

2. Progress: What Moved Forward?

- What tasks or actions did you complete that directly moved your priorities forward?
- Where did you get stuck or experience delays?
- What are you proud of this week?

Notes:

3. Adjustments: What Will You Change Next Week?

- What do you need to stop doing, start doing, or continue doing?
- What experiments or changes can help you work more effectively?
- Is your time and energy being allocated intentionally?

Notes: