

DAY 12 • 2026-09-22 • PROMPT

WEEKLY AFTER-ACTION REVIEW

Planned, happened, why, keep, change. Hours logged.

HOW TO USE IT

Use it once a week, with your hours in front of you.

PROMPT 01

Run my weekly after-action review. Ask me one at a time: what did I plan, what actually happened, why the difference, what I keep doing, and what I change. Then ask for my hours this week. Write it up in five short sections and end with next week's top three.