

Weekly Review Template— Writer's Life

Weekly Snapshot

Energy this week: Pretty good. I had a few projects lined up, but no priority jobs

Workload: Mild

Burnout level: Low

Best win: Finished my projects early and took the rest of the week off. Yeah!

Biggest issue: Off-season low workload. Less work, less money

One-line summary of the week: My week was pretty slow, just as it was last week, probably because it's the off-season

What I Worked On

- Two long-form articles
 - One blog revision
 - Portfolio updates
 - Some personal errands I have been delaying for weeks. Finally got them done
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Client + Communication Check

Slack / Email Review

- **Any follow-up?**—Waiting for the payment confirmation
- **Any response waiting?**—Sent an email to SqueezeGrowth. Waiting for the client's approval
- **Any unclear client instructions?**—Not really

Writing Performance

- **What type of writing felt easiest this week?**— Product review listicles
- **Which project felt most enjoyable?**—This week? None
- **Which project felt draining?**—Revisions as always

Problems & Blockers

- **What delayed my work this week?**— Mostly? meticulous responses. I really need to work on fast communication. It's highly inconvenient
- **What created stress?**—Delayed responses. Also, the summer heat
- **What work problems slowed me down?**—Upcoming project approvals
- **What personal problems slowed me down?**—Lack of sleep. It's probably the late-night K-drama I watch on YouTube
- **What should not be repeated next week?**—Unnecessary focus on communication

Action Checklist

- ☒ ~~Completed weekly projects~~
- ☒ ~~Updated my Notion.~~
- ☒ ~~Checked my email and Slack.~~
- ☒ ~~Responded to pending messages.~~
- ☐ Clarified unclear requests
- ☒ ~~Planned for the next week.~~
- ☒ ~~Worked on personal projects.~~

Next Week Focus

Top Priorities

- ☐ Finish the revisions within 24 hours
 - ☐ Complete the next two articles
 - ☐ Follow up on the pending invoice
 - ☐ Email and Slack updates
 - ☐ Set aside some time each day for Turkish language learning.
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