Weekly Ops Review

Audit your weekly workload, catch friction early, and set the next priorities.

FREE TEMPLATE

A weekly pause for clearer operations.

Save a copy for your business, complete the fields, and revisit the worksheet as your work changes.

Business / team

Date

INSIDE

01 Review
See what moved.

02 Resolve
Name the blockers.

03 Plan
Give work an owner.

Weekly operations review

Complete this once a week. Use a simple green, yellow, or red status for each area.

Week of

Completed by

OPERATIONAL PULSE

AREA	STATUS	WHAT NEEDS ATTENTION
Open requests & deadlines		
Client communication		
Team capacity & handoffs		
Systems & files		
Billing / follow-up		

WHAT CHANGED THIS WEEK?

One win worth repeating

One bottleneck to address

Next week, made clear

Close the review with a short list of decisions, owners, and dates.

THREE PRIORITIES

01

Priority 1 - outcome

Priority 1 - owner

Priority 1 - due date

02

Priority 2 - outcome

Priority 2 - owner

Priority 2 - due date

03

Priority 3 - outcome

Priority 3 - owner

Priority 3 - due date

DECISIONS AND FOLLOW-UP

Decision needed / person who can decide

One process to simplify next week