

Month End Review

Month: _____

Last month

Inbox

- ☐ Open emails reviewed / actioned or transferred to to do list / filed
- ☐ Inbox to inbox zero (or close)
- ☐ Pending emails chased

To do list

- ☐ Outstanding items reviewed / actioned / closed
- ☐ Past reminder items reviewed / actioned / closed
- ☐ Pending actions chased

Digital workspace

- ☐ Downloads correctly filed / deleted
- ☐ Desktop cleared

Upcoming month

Calendars

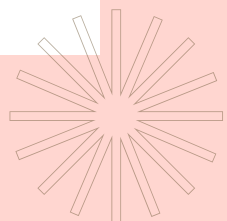
- ☐ Meetings reviewed and modified as needed
- ☐ Deep work time blocked, along with any required pre-read time
- ☐ Colour-coordination added
- ☐ Travel reviewed, hotel/plane/taxi bookings reconfirmed

To do list

- ☐ Upcoming items reviewed and blocked in calendars
- ☐ Open actions reprioritised

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Monthly Goals

Last month

Did you hit your goals?

What can you do to make the upcoming month more efficient/effective?

Upcoming month

Goal 1

Goal 2

Goal 3

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