
A 30 minute Reflection Prompt for Busy Entrepreneurs

Quick Wins & Challenges (5 minutes)

- ☐ What was my biggest win this week?
- ☐ What was my biggest challenge or disappointment?
- ☐ Did any unexpected opportunities or problems emerge?

Numbers Check (7 minutes)

- ☐ Are we on track for our monthly/quarterly targets?
- ☐ Is any metric trending in the wrong direction?
- ☐ What immediate action do we need to take?

Focus Assessment (5 minutes)

- ☐ Did I spend most of my time on high-impact activities?
- ☐ What distracted me from priorities?
- ☐ Am I making progress on my quarterly goals?

People Pulse (5 minutes)

- ☐ Any team concerns to address or wins to celebrate?
- ☐ Any client issues or opportunities requiring attention?
- ☐ Any important relationships needing maintenance?

Next Week Setup (6 minutes)

- ☐ What didn't I get done this week that I should have?
- ☐ Is there a recurring theme?
- ☐ What are my 3 non-negotiable priorities for next week?
- ☐ What should I outsource or delegate to give me more time for priorities?

Personal Check (2 minutes)

- ☐ How's my energy level?
- ☐ Am I spending enough time doing things I enjoy?
- ☐ What do I need personally to perform at my best next week?