The Ten-Minute Review.

A weekly review kit: a run-sheet timed to the minute, a form to print, a deck of prompt cards and a monthly roll-up.



Six steps on a timer. One form. Every week gets the same ten minutes.

Read the tools once. After that, the whole review is page 09, a pen and a timer. The form is built so that each box is filled at a specific minute.

TOOL 1 · PAGE 03

The run-sheet

What to do at each minute, and how to know a step is finished.

TOOL 2 · PAGE 04

The week strip

Energy, time and results on one strip, plus six shapes a week can take.

TOOL 3 · PAGE 05

Name the week

A two-question matrix that sorts any week into one of five types.

TOOL 4 · PAGE 06

Turn one dial

A pick-your-path tree that ends in exactly one change for next week.

PRINTABLES

P. 07
16 prompt cards

P. 09
Weekly review form

P. 10
Monthly roll-up

P. 13
13-week review log

THE ORDER

Read once
12 min · pages 03 to 08

Weekly
10 min · page 09

Log it
30 sec · page 13

Every 4 weeks
20 min · pages 10, 11

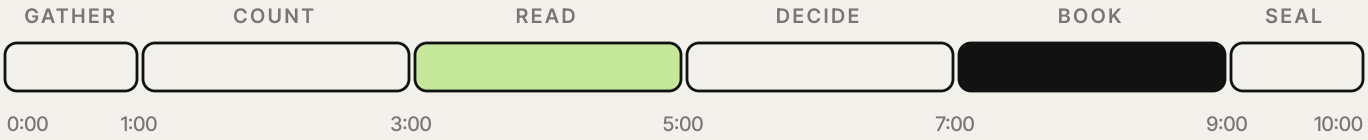
Page 12 is for when the habit wobbles: what usually goes wrong with a weekly review, and the fix for each.

TOOL 1

The run-sheet.

01

A review without a clock turns into either a two-minute shrug or a forty-minute spiral. Start a 10:00 timer and let it decide when each step ends.



AT	STEP	DO THIS	YOU'RE DONE WHEN
0:00	**Gather**	Timer on. Open last week's form, your calendar for both weeks, and a pen. Close everything else.	Three things in front of you. No new tabs.
1:00	**Count**	Moves planned, moves finished, the percentage. Then your goal number: last week, this week, change.	Four numbers are on the form.
3:00	**Read**	Fill the week strip: energy 1 to 5, hours on the goal, a mark per move. Find the lowest column.	You've written one shape name from page 04.
5:00	**Decide**	Place the week on the matrix (p. 05), walk the tree (p. 06), draw one card (p. 07).	One dial circled, one line of "because".
7:00	**Book**	Next week's first three moves go into the calendar with a day, a start time and a length.	Three calendar entries exist.
9:00	**Seal**	One line for Monday morning. Write the minutes taken. Add a row to the log on page 13.	Timer stopped, form filed.

THE OVERRUN RULE

When a step runs long, finish the sentence and move on. Read is the step that shrinks. Book and Seal never get cut.

PICK ONE FIXED SLOT

Same time and place every week, attached to something you already do: Friday 4:30 pm before logging off, or right after the weekly grocery run.

YOUR FIRST RUN · TICK EACH STEP AS THE TIMER PASSES ITS MARK

- ☐ 0:00 **Gather**
- ☐ 1:00 **Count**
- ☐ 3:00 **Read**
- ☐ 5:00 **Decide**
- ☐ 7:00 **Book**
- ☐ 9:00 **Seal**

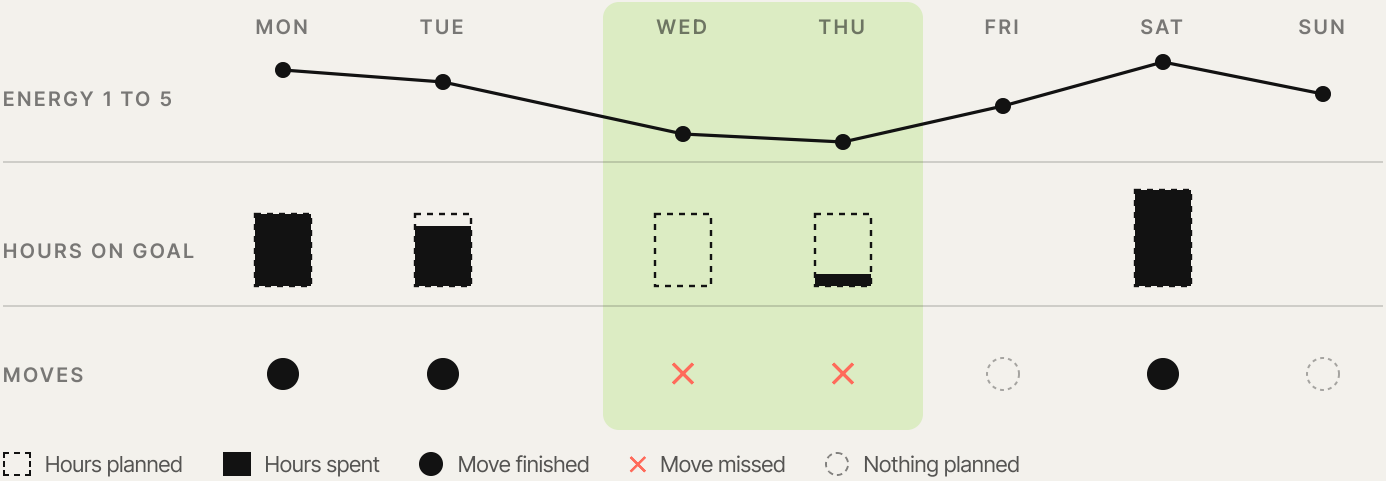
Missed a tick? Note which step ran over. After three runs, that step is the one to simplify.

TOOL 2

The week strip.

02

Three rows, seven columns. Read down, not across: when two rows dip in the same column, the problem is that day, not your effort.



SIX SHAPES A WEEK CAN TAKE

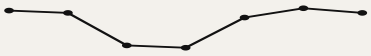
The cliff



Strong Mon and Tue, then nothing.

Try: **Plan the week's last move for Thursday, not Friday.**

The sag



Wed and Thu dip in two rows.

Try: **Put the lightest moves on those two days.**

The late rally



Little until Fri, then cramming.

Try: **Make Monday's move ten minutes long so it starts.**

The leak

Hours are fine, finished moves are not.

Try: **Give every session a finish line you can see.**

The mismatch



Hard moves sat on low-energy days.

Try: **Swap them onto the two highest days.**

The flatline

Same energy, same hours, number flat.

Try: **Draw a Flat card and change one move.**

TRY IT ON LAST WEEK, FROM MEMORY · 60 SECONDS

CIRCLE ONE DAY

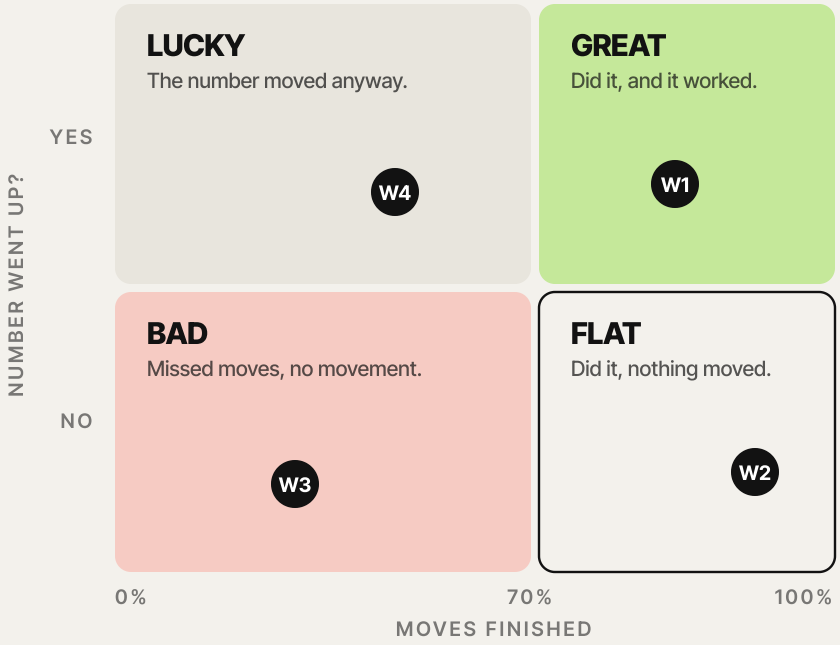
Worst day — MON · TUE · WED · THU · FRI · SAT · SUN

Now ask: was it low on energy, hours and moves, or only one of them? Two or more means it's the day, not you. Match the pattern to a shape above.

Name the week.

03

Two questions place any week on the grid: what share of the planned moves got finished, and did your number go up? The name decides which cards and which branch of the tree you use.



THE OVERRIDE: CHAOTIC

If three or more days were taken over by things outside the plan (a sick kid, a deadline, travel), call it Chaotic wherever the dot lands.

EXAMPLE DOTS

W1	5 of 6 moves, 2 to 4 screens. Great.
W2	6 of 6, still 4 screens. Flat.
W3	2 of 6, still 4. Bad.
W4	3 of 6, but 4 to 6 screens. Lucky.

WHAT EACH NAME TELLS YOU TO LOOK AT

Great
What made it easy, and whether it's there next week.

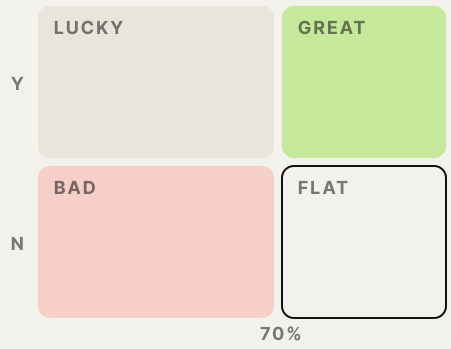
Lucky
What moved the number, if not your moves.

Flat
Which move is busy but doesn't touch the number.

Bad
The first move that slipped, and what came after it.

Chaotic
Which disruption is coming back next week.

PLOT YOUR LAST 4 WEEKS



EDGE CASES

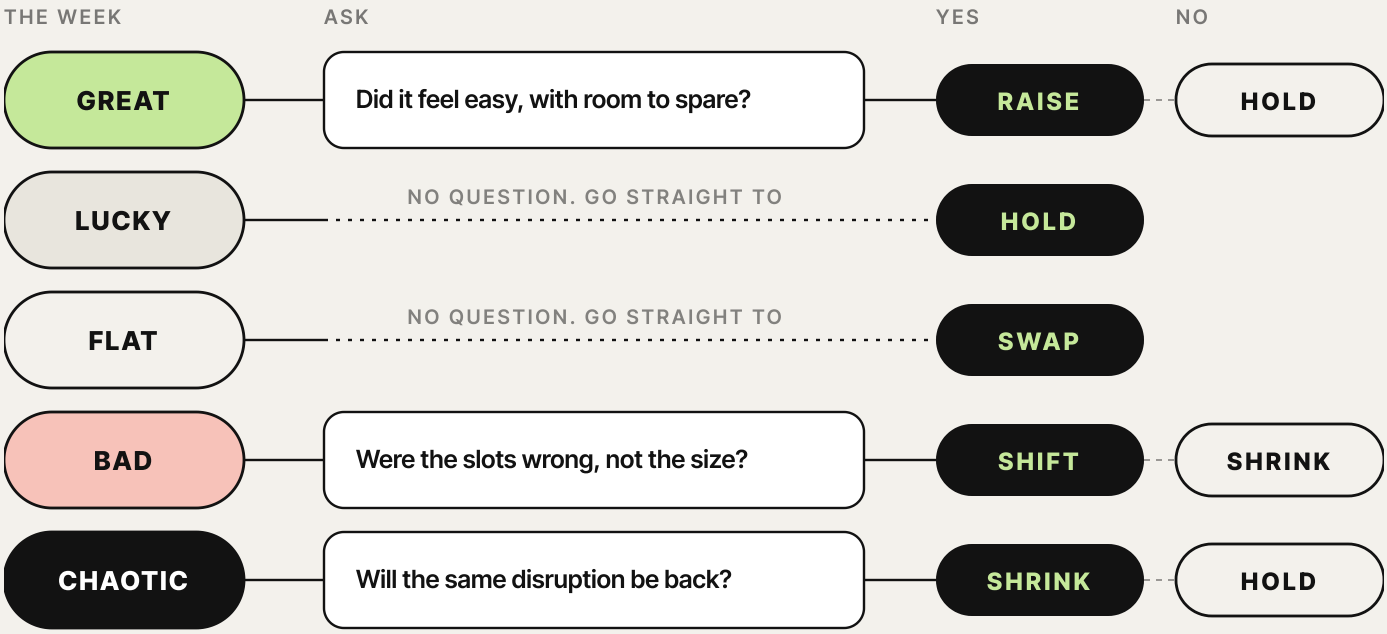
Exactly 70%?	Count it as the right side.
Number went down?	That's a no.
Number not measured this week?	Use moves alone: 70% or more is Great, under is Bad.
Planned zero moves?	It's Bad. The week had no plan to finish.

TOOL 4

Turn one dial.

04

Change two things and next week can't tell you which one worked. Start from the week's name, answer at most one question, and land on a single dial.



THE FIVE DIALS, WITH REAL TURNS

RAISE
Add one move or 10%. **3 runs to 4.**

HOLD
Same plan, on purpose. **Run it back.**

SHRINK
Cut one move or halve it. **800 words to 400.**

SWAP
Replace a move. **Reading docs to building one feature.**

SHIFT
Same move, new slot. **Thu 8 pm to Sat 8 am.**

CAN'T PICK? Hold. Write the other ideas on the form's "parked" line. If one still looks right next week, it goes first.

ONE WEEK LATER: DID THE DIAL WORK?

DIAL	IT WORKED IF, AT THE NEXT REVIEW
RAISE	You finished the extra move too, and stayed at 70% or more.
HOLD	The week landed in the same box or a better one.
SHRINK	% finished climbed past 70%.
SWAP	Your number moved, even by one.
SHIFT	The new slot got used. If it didn't, shift again before you shrink.

PRINT ME · CUT ALONG THE DASHES

The prompt deck.

Four cards per kind of week. At minute 5, once you've named the week, draw one card from its pile and answer it in a single line on the form. Lucky weeks draw from Great.

GREAT WEEK 1/4

Which day did the most work? What happened in the hour before it?

FLAT WEEK 1/4

Which move would you drop if you had to cut one? Is it touching the number at all?

BAD WEEK 1/4

Find the first move that slipped. Most of what followed was a knock-on.

CHAOTIC WEEK 1/4

List what interrupted you. Which of those will recur next week?

GREAT WEEK 2/4

What did you skip this week without missing it? Keep skipping it.

FLAT WEEK 2/4

If this week's moves were banned, what would you try instead?

BAD WEEK 2/4

Was the plan wrong, or the week? Circle one. They get different fixes.

CHAOTIC WEEK 2/4

Which move survived anyway? Start next week with that one.

GREAT WEEK 3/4

What made this week easy that won't be there next week?

FLAT WEEK 3/4

Where did you play it safe? Name one move that could be 20% harder.

BAD WEEK 3/4

What's the smallest next week you'd still count as a pass?

CHAOTIC WEEK 3/4

What did you do instead of the plan that still mattered? Write it down.

GREAT WEEK 4/4

If the next six weeks matched this one, where would your number land?

FLAT WEEK 4/4

Put this week next to three weeks ago. Is anything actually different?

BAD WEEK 4/4

Which lost hour was a choice, and which was out of your hands?

CHAOTIC WEEK 4/4

Which two days next week are most likely to blow up? Plan nothing there.

ALL FOUR TOOLS, FILLED IN

A real one: Leo's app, week 6.

Goal: a budgeting app with 10 testers by March 1. His number is **screens finished**. Review slot: Friday 4:30 pm at his desk. Notes in coral are why he wrote what he wrote.

1 COUNT · 1:00

PLANNED	FINISHED	% FINISHED	NUMBER
5	3	60%	4 → 4

2 READ · 3:00

	MON	TUE	WED	THU	FRI	SAT	SUN
ENERGY	4	4	2	2	3	5	3
HOURS	1.0	1.0	0	0.25	0	1.25	0
MOVES	✓	✓	×	×	·	✓	·

SHAPE: The sag

Wed and Thu dip in all three rows. Late stand-ups both nights; he got home at 8:15.

3 DECIDE · 5:00

WEEK — GREAT · LUCKY · FLAT · **BAD** · CHAOTIC — 60% and no new screen

DIAL — RAISE · HOLD · SHRINK · SWAP · **SHIFT** — slots were wrong, not the size

BECAUSE
Wed + Thu evenings die after stand-up. Move both builds.

CARD DRAWN · BAD 4
Thu: out of my hands (stand-up ran late).
Wed: a choice. 20 min was possible.

PARKED: try a 2nd number (testers signed up) next month

4 BOOK · 7:00

MOVE	DAY	START	LENGTH	BOOKED
Finish the settings screen	Tue	12:30	45 min	✓
Hook budget screen to real data	Sat	8:00	90 min	✓
Send test build to 2 people	Sun	10:00	20 min	✓

5 SEAL · 9:00

NOTE TO MONDAY
Settings file is open on the left monitor. Start with the toggle row.

MINUTES **11**

WORKSHEET A · PRINT ONE PER WEEK

The weekly review.

WEEK OF _____ STARTED _____

1 COUNT · 1:00 TO 3:00

PLANNED	FINISHED	% FINISHED	MY NUMBER: LAST / NOW

2 READ · 3:00 TO 5:00

	MON	TUE	WED	THU	FRI	SAT	SUN
ENERGY	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
HOURS							
MOVES	○ ○	○ ○	○ ○	○ ○	○ ○	○ ○	○ ○

Energy: 1 = cancelled things, 3 = an ordinary day, 5 = did extra without forcing it. Moves: fill = finished, × = missed.

LOWEST COLUMN _____ SHAPE (PAGE 04) _____

3 DECIDE · 5:00 TO 7:00

WEEK **GREAT** **LUCKY** **FLAT** **BAD** **CHAOTIC**

DIAL **RAISE** **HOLD** **SHRINK** **SWAP** **SHIFT**

BECAUSE	CARD DRAWN: ____ · MY ANSWER

PARKED _____

4 BOOK · 7:00 TO 9:00

MOVE	DAY	START	LENGTH	BOOKED
				☐
				☐
				☐

5 SEAL · 9:00 TO 10:00

NOTE TO MONDAY	MINUTES

WORKSHEET B · EVERY 4 WEEKS

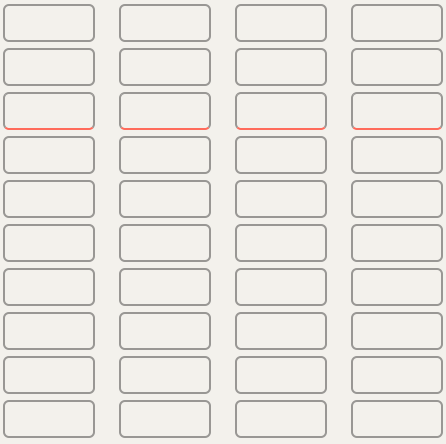
The monthly roll-up.

MONTH _____

Lay four weekly forms side by side and copy one line from each. Twenty minutes. A single week tells you about that week; four tell you about your system.

	WEEK 1	WEEK 2	WEEK 3	WEEK 4	MONTH
% finished					average
My number					start to end
Lowest column					repeat day?
Shape					most common
Week name	G L F B C	G L F B C	G L F B C	G L F B C	tally
Dial turned					
Did it help? judge by next week	Y N ?	Y N ?	Y N ?	Y N ?	

SHADE IT · 1 SQUARE = 10%



The coral line is 70%, the edge between Great/Flat and Bad/Lucky.

FIVE QUESTIONS, ONE LINE EACH

The best week was W__. What it had that the others didn't:

_____

A dial that helped. It becomes the new normal:

_____

A dial that didn't. Undo it:

_____

The shape that showed up twice. What changes on that day:

_____

My default week for next month (moves × slots):

_____

Review the review.

SCORE: ____ / 10

The review is a system too, and it drifts. One point for every line that's true for the last four weeks.

01	I did 4 reviews in 4 weeks (a 5-minute version counts).	☐
02	My typical review took 12 minutes or less.	☐
03	I used the same slot at least 3 of the 4 times.	☐
04	I tracked the same number all month.	☐
05	Every review ended with moves already in the calendar.	☐
06	I turned exactly one dial each time.	☐
07	At least one dial change is now part of my normal week.	☐
08	I could name a shape for 3 or more of the weeks.	☐
09	I read the Monday note on Monday.	☐
10	I'd start the next one without putting it off.	☐

8 TO 10 · KEEP
Change nothing about the review. Optional: add a second number next month.

5 TO 7 · TRIM
Find the section you skip most (below) and cut it to a single box.

0 TO 4 · REBUILD
Run the 5-minute version for four weeks, then score again.

THE SECTION I SKIP MOST · CIRCLE IT

GATHER	You start mid-scroll. Put the form on the desk the night before.
COUNT	The number is hard to find. Pick one you can read in 20 seconds.
READ	You can't recall the days. Jot energy daily, one digit, on the form.
BOOK	Calendar is in another app. Open it before you start the timer.

THE 5-MINUTE VERSION

- 0:00 Count: planned, finished, number.
- 1:30 Name the week. Skip the strip.
- 2:30 Turn one dial.
- 3:00 Book the first move only.
- 4:30 Log the row on page 13.

SCORE IT AGAIN EVERY 4 WEEKS

MONTH 1	MONTH 2	MONTH 3	WHAT I CHANGED ABOUT THE REVIEW ITSELF
/ 10	/ 10	/ 10	

Symptom, cause, fix.

It takes 30 minutes.

CAUSE Full sentences in the Read step.

FIX One digit or one word per box. Let the overrun rule cut Read.

I skip it after a bad week.

CAUSE The form feels like a grade.

FIX Bad weeks get the 5-minute version on page 11. Showing up is the whole job.

I change three things at once.

CAUSE Every idea feels urgent at 5:00.

FIX One dial. Everything else goes on the parked line.

Every week comes out Flat.

CAUSE The moves don't touch the number.

FIX Swap one move a week until the dot leaves the Flat box.

Monday ignores the review.

CAUSE Book was skipped, so nothing has a time.

FIX The review isn't over until three calendar entries exist.

I keep forgetting the slot.

CAUSE It floats from week to week.

FIX A repeating 10-minute event, attached to something you already do.

My energy is always a 3.

CAUSE The scale has no anchors.

FIX 1 = you cancelled something. 5 = you did extra without forcing it.

The roll-up shows nothing.

CAUSE The number changed mid-month.

FIX Keep one number for 4 weeks. Change it only at a roll-up.

My slot keeps getting booked.

CAUSE It sits after something that runs over.

FIX Move it earlier in the same day: 4:30 pm becomes 12:30 pm.

Low numbers make me stall at Count.

CAUSE The number reads like a verdict.

FIX Write it down and move on. It's an input to the tree, nothing more.

PRINT ME · ONE ROW PER REVIEW

The 13-week log.

REVIEW SLOT _____

Shade one square per minute the review took; the coral edge is minute 10. Circle the week's name. A quarter of rows shows you which names repeat, and which dials actually help.

(1) First review (4) Roll-up unlocked (6) Same slot 6 times (8) Second roll-up (13) Quarter closed

WK	DATE	MINUTES	WEEK NAME	DIAL TURNED	HELP?
01	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
02	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
03	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
04	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	ROLL-UP ___	☐
05	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
06	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
07	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
08	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	ROLL-UP ___	☐
09	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
10	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
11	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐
12	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	ROLL-UP ___	☐
13	_____	☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐	G L F B C	_____	☐

Print page 09. Set a timer. Start at 0:00.

Then make a repeating 10-minute calendar event at your review slot, titled "Review: page 09". Your first review can be tonight, even if the week isn't over.

Pledger keeps every weekly review in one place, so the four-week roll-up is already added up when you get there.



usepledger.com

THAT'S THE WHOLE PLEDGER METHOD. START THE NEXT ROUND: COMMENT WEEK ON ANY @USEPLEDGER POST FOR THE ONE-GOAL WEEK.