

# The Monday Map --- Friday Wrap Checklist

This Monday Map checklist/cheat sheet is designed for those who have become well-versed in the Monday Map process and require minimal prompts to execute it effectively. Use this sheet as a reference guide to streamline your weekly planning process, ensure all necessary steps are completed, and optimize your time management efforts.

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**velocity  
work.**

## Friday Wrap

1

List your top 1-3 accomplishments from this week

2

Identify an area of opportunity

3

Extract top lesson(s) learned

## Monday Map: Planning

1

### IDENTIFY A FORCE MULTIPLIER

What's one thing you can do next week that will give you leverage?

2

### WEEKLY CALENDAR SCAN

#### Subtraction

Hunt for tasks that can be taken off of your calendar.

#### Addition

Scan for things that are missing but need to be added.

#### Calendar Grenades

Identify anything that could wreak havoc on your schedule.

#### Consolidation

What can you move around to make things more efficient?

3

### BRAIN DOWNLOAD

Set up your paper with your task buckets

Get it all out of your head and be specific

4

### BREAK EACH ITEM DOWN INTO SMALLER TASKS

5

### RUTHLESSLY WEED OUT YOUR LIST

6

### WRITE AN AMOUNT OF TIME NEXT TO EACH TASK

7

### TIME RECONCILIATION

Make decisions if it's not all going to fit.

8

### CALENDAR WHAT YOU'RE SUPPOSED TO SPEND ANY AMOUNT OF TIME ON

Personal/leisure time

Owner focus time

Everything else from your brain download