

Your own weekly sheet

Applied AI workshop: AI as a weekly-review partner

This sheet is for you. **Nothing on it goes into a computer.** Fill it in on paper, then take it home. It is the start of your own system.

1. Three things on my list right now

2. My free hours next week

Write them as hours, the way Dana's were ("2 hours on Tuesday").

Mon	Tue	Wed	Thu	Fri	Sat	Sun

☐ **Check:** do the things on your list fit into the free time you have? Add up the hours. If not, what can wait?

3. One line telling an AI how I want it to talk to me

Like the line you changed for Dana. For example: "Be plain and direct. Say clearly what did not get done."

4. One thing it may never touch, even if it helps plan my week

For example: my email, my bank, my messages to other people.

Take-home card

Keep this one. It works with a pen and no AI.

Try this next Sunday

1. Before you look at your list, write down what you did this week. Any order.
2. Then open your list and compare the two.
3. The gap between them is your first review.

Nobody will check. That is the whole system.

What a good review does

- ☐ **Counts what got done**, and says which things, not “a good week”.
- ☐ **Asks why** the stuck things are stuck.
- ☐ **Says what to change**, not just what happened.
- ☐ **Fits next week into your real hours**. Add them up yourself.
- ☐ Optional: **your must-haves**. Something fun and something healthy, then whatever you add, like time for people or the chores.

Check an AI before you trust it

Pick one thing it told you, like a date or “you finished this”. Find it in your own files. It may be a little wrong. Finding that is the most useful part.

Before you give any AI your week

- What can it read?
- What can it do without asking?
- What is off limits? Write it down, like line 4 on the front.

Four places to keep it

Paper or a text file

A list and a log you keep yourself. Free, and it outlasts any app.

Ask first: Will I actually open it each week?

An app with a review built in, like Mindwtr

Lists, a calendar and a weekly review in one place.

Ask first: Where is my list stored? Can I get it out?

An agent that reads your files

An AI that reads your list and log, then helps you review.

Ask first: What can it read? What can it change?

A paid assistant

Checks your apps on its own and nudges you. Costs money, often a lot.

Ask first: What happens to my list if I stop paying?

They stack. An AI helps most when there is already a list and a log for it to read.



Everything from tonight, and how to set it up at home, is on the W05 page of Ryan Kelln's website.

Scan the code, or go to:

ryankelln.com/project/tpl_2026/w05-get-things-done