

Give yourself 15 to 30 minutes to work through these questions, and remember: a review or check-in is not a time to be dragged down by the past — it's a time to be inspired by the future you're building.

1. What have you accomplished?	2. What projects need to be adjusted or dropped?
3. What are your priorities for the rest of the month?	4. What bills need to be paid, and do you have funds in place to cover them?
5. What projects or tasks have fallen off the radar?	6. When was the last time you rewarded yourself, and when will be the next?