FRIDAY BUSINESS REVIEW

15 minutes to measure what matters and plan what comes next

Week ending: _____ Business: _____

1 REVIEW FIVE KEY METRICS | 5 MIN

Compare with the previous week or your most relevant reporting period.

- ☐ Revenue _____
- ☐ Profit / gross margin _____
- ☐ Cash flow / available cash _____
- ☐ New clients _____
- ☐ Repeat customers _____

2 SPOT PATTERNS | 4 MIN

What changed, and why?

One thing that worked well:

_____

One problem or risk to address:

_____

3 REFLECT ON YOUR TIME | 3 MIN

Check the questions you considered.

- ☐ Did I focus on my highest priorities?
- ☐ What took longer than expected?
- ☐ What can I delegate or simplify?
- ☐ Did I make time to recharge?

4 SET NEXT WEEK'S PRIORITIES | 3 MIN

Choose three specific, realistic actions.

1. _____
2. _____
3. _____