

The Compass - Intro

The Weekly EOW Review & Planning System: ("The Compass")

This is your detailed "how-to" guide for your weekly review. Follow it step-by-step.
Your only job is to answer the questions and fill in the blanks.

WHAT is The Weekly Compass?

It is a 60-90 minute weekly session to close out the past week and strategically launch the next one. It ensures you are not just busy, but effective. It reorients you from the tactical whirlwind back to your strategic goals.

WHY?

To celebrate wins, learn from losses, systematically remove constraints, and ensure your upcoming week's effort is directly invested in moving you toward your North Star.

This system connects your grand vision to your daily actions (Sunday One Hour) through a weekly strategic checkpoint (The Compass).

Execute this consistently, and you will not struggle with clarity again. You will have a system that provides it for you.

HOW TO:

Read the following prompts and use them to fill in your EOW report.
Optional: Fill your report in your "Venture Panda Planner"

REVIEW LAST WEEK (Part 1)

Big Wins:

What are the 3 most important things I accomplished last week?

How I'll Improve:

What was my biggest time waster or mistake last week?

What's one thing I can do differently next week to prevent it?

Customer/Market Highlight:

What was the most positive feedback, testimonial, or "aha!" moment from a customer this week? What does it teach me about what we're doing right? Any market trends that we need to get ahead of?

Key Performance Indicators (KPIs):

Review your top 5 business health metrics (e.g., Quotes Sent, Conversion Rate, Average Job Size, Revenue, etc).

Ex. [KPI 1]: [Last Week] vs [Target] → [Insight]

What progress did I make on my quarterly goals?

Review your top 3-7 quarterly goals (flip to quarter goal section)
Are you on track? Resolve issues below.

Address Issues:

Issue: What was the single biggest constraint, bottleneck, or recurring problem that hindered progress last week? Look through your daily log to find this.

Core Problem: Why did this really happen? (Ask "why?" 5 times)

Solutions/Action Plan: What is one ACTION I can take this week to solve this forever?

(create new process, communication, training, SOP or system, etc)

Assess Opportunity:

Did any new significant opportunity arise (a partnership, new idea, market shift)?

Potential Revenue/ROI

What is the realistic upside?

Resources/Risk

What time, money, or focus would it require? What is the risk if it fails?

Opportunity Cost

What current priority would I have to say "no" to or deprioritize to pursue this?

What gets neglected?

Decision:

P	Pursue This Week
S	Schedule for Future Review
R	Reject

PLAN THIS WEEK (Part 2)

Things I'll Do to Make This Week Great:

Personal

What will I do for my health, energy, or learning? (e.g., Gym 3x, read 1 hour, no sugar)

Family/Friends

What is one specific, scheduled connection I will make? (e.g., Date night on Thursday, call Dad on Sunday)

Relationship

What is one specific, scheduled connection I will make? (e.g., Date night on Thursday, call Dad on Sunday)

Learn Something New:

What is one article, podcast, or lesson learned I want to capture?

What new skill do I want to work on? (Boxing, Guitar, Dancing, Communication (Improv, voice lessons))

Meetings

List all known meetings, calls, and appointments.

Projects & SubTasks:

List the 3-5 critical projects/priority tasks for the week.

Ex. [Project/Task 1] (Linked to Quarterly Goal: _____)

NEXT STEP:

Now, take the output from “Projects & SubTasks” to use as the primary input for your Sunday Hour One scheduling session.

This ensures your calendar is directly aligned with your strategic review.