



Friday is ideal for closing out the current week and shifting focus toward the next week. Here are some tasks for Fridays in the workplace.

### Wrapping Up the Week

1. **Organize your inbox:** Sort, archive, or delete emails to start Monday with a clean slate.
2. **Refresh your workspace:** Clear surfaces, organize documents, and wipe down your desk and screens.
3. **Tackle your tabs:** Close, bookmark, or save tabs to reduce digital clutter.
4. **Organize your documents:** Sort downloaded documents from the week and scan and file paper documents that accumulated.
5. **Update your KPIs:** Review your key performance indicators for the week.
6. **Update performance reports:** Review and update weekly status reports.
7. **Submit administrative reports:** File travel expenses or complete time sheets.
8. **Sideline the competition:** Cancel non-essential subscriptions that compete for your attention.
9. **Scan the “parking lot”:** Review ideas and topics you noted during the week for further discussion.

### Getting More from Monday

10. **Create next week’s to-do list:** Identify the top 3-5 goals to accomplish for Monday.
11. **Prepare for Monday meetings:** Glance over meeting agendas to avoid surprises.
12. **Identify “future me” tasks:** Assign yourself tasks for next week to reduce planning time on Monday.
13. **Batch emails to expedite replies:** Use the “two-minute rule” to identify outstanding emails that you can quickly answer on Monday.
14. **Block focus time:** Set aside work sessions on your calendar for the coming week.
15. **Set the stage:** Organize your desk for a productive morning on Monday.
16. **Plan what to wear and eat:** Lay out Monday’s clothing and prepare Monday’s lunch to lead off the week without rushing.

### Investing in Personal Growth

17. **Catch up on reading:** Read professional articles, white papers, blog posts, or newsletters that arrived during the week.
18. **Update your network:** Summarize new contacts from the week.
19. **Take care of training:** Watch recorded webinars or do online tutorials.
20. **Review personal goals:** Assess your progress on career goals or personal priorities.
21. **Reconnect with your network:** Use the relaxed end-of-week vibe to reach out to members of your network and to recent contacts from the past week.

### Strengthening Team Engagement

22. **Express your gratitude:** Recognize team members for their work or check off some items on your personal gratitude challenge.
23. **Hold a weekly chat:** Have coffee or a chat with a colleague with “no work talk” rules.
24. **Share a “Fun Friday” tradition:** Organize a casual dress code, trivia contest, lunch get-together, or other activity. (You could even assign a different activity to each Friday in the month.)
25. **Share something great:** Share something great from the week with your team and/or supervisor.