The Monday Review

A one-page weekly review for people who run a business alone.

Print it. Or keep it open next to your calendar. It takes twenty minutes and it is the only reason a one-person business still feels like yours.

Part 1 — Six questions, twenty minutes

Answer all six in writing. If you cannot answer a question from what is on paper, the business is running on memory, and memory is not a system.

1. For every active client — what is happening next?

A name with no next action is not a client, it is a hope. Write the next action and the date for each one. If you cannot write the date, the project has no shape yet.

2. What is overdue, and what is due this week?

Two separate lists. "Overdue" is money you should already have. "Due this week" is work that leaves if nobody moves it. Never mix them — they need different energy.

3. What ships this week, and what is actually stuck?

For each thing you promised, name the one thing that would unblock it. If you cannot name it, it is not stuck, it is vague. Rewrite the task until the blocker is obvious.

4. Am I over capacity?

Count the hours already committed this week. If the total is above what you can deliver without degrading the quality of everything else, the answer is a scope conversation, not a longer week. Say the sentence out loud: *"This week I can fit one more thing. Which one do you want to drop?"*

5. What are the three things that must be true for this week to be good?

Not a list of nine things. Three. If everything is a priority, nothing is. Write them at the top of the week and defend them.

6. What one thing am I going to stop doing?

This is the whole trick. Every week, one thing stops. That is how the list stays short instead of becoming a graveyard of good intentions. It might be a meeting you do not need, a client that does not pay, a habit you keep out of guilt, a project that quietly stopped being worth it.

Part 2 — The three numbers

Write these down. Takes two minutes.

	Number
bank (not what you are owed — what is actually there)	_____
to you (and the age of the oldest invoice)	_____
out every month	_____

Runway = (1) ÷ (3)

- **Under three months** — the priority is not growth. It is collecting. Every day you spend on acquisition instead of collection makes the number smaller.
- **Three to six months** — comfortable, but not safe. Fix the one leak that is costing you the most per month.

- **Over six months** — you can afford to turn down the wrong project, and you should, because that is the only way the right one becomes affordable.

> If the oldest invoice is more than 30 days old, chase it today. Not tomorrow. The value of an invoice falls every day it sits there, and the cost of chasing goes up the longer you wait.

Part 3 — Red flags

Any one of these means stop and fix it this week, before adding anything new:

- ■ You do not know your effective hourly rate
- ■ The oldest unpaid invoice is older than 30 days
- ■ One client is more than half your income
- ■ You say yes faster than you can write down what "yes" means
- ■ Your week has no single thing that must be true for it to be good
- ■ You are doing admin work you have never priced into a quote

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Part 4 — The week ahead, in one place

	One thing that must be true	The next action

Leave Friday afternoon empty on purpose. That is where the review for next week gets written, and it is the hour that keeps the rest of the week from drifting.

One page. Twenty minutes. Every Monday.

You can turn this into a full operating system — clients, projects, invoices and a weekly review with the formulas already written — in the SoloForge toolkit.