

Monthly review

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January 3, 2022 — [a4b6ba4e](#)

1 Trigger

Every month, either at the beginning or end of the month.

2 Duration

30 minutes.

3 Steps

- Review what was planned for the month
- Provide feedback related to the plan
- [Review yearly plan and align](#)
- Plan next month

4 Notes

- I use a text editor, such as VS Code, to write my monthly reviews.