



Weekly Reminders Review

17 Week W00 · 2025-12-29 → 2026-01-02
2026  Your Name · Your Institution


 Generated: Friday, January 2,

1 Empty Lists (Zero Incomplete Tasks)

3 lists

The following lists contain no incomplete (open) reminders at time of report generation.

- Archive — Old Grant 2019–2022
- Completed Projects
- Summer Internships 2024

 The **Archive — Old Grant 2019–2022** list appears to be a historical archive that is now fully depleted of active tasks. Consider archiving or deleting this list to reduce cognitive load during reviews.

2 Completed Tasks This Week

18 tasks

18

Total
Completed

5

Research

4

Admin

3

Mentoring

3

Weekly Review

RESEARCH — ACTIVE

✓ ~~Submit revised Monte Carlo simulation results to co-author~~ Dec 30

✓ ...

ADMINISTRATIVE

✓ ... Dec 31

MENTORING

✓ ~~Provide feedback on Student XYZ's thesis Chapter 4 draft~~ Dec 30

✓ ... Jan 1

MAINTENANCE (WEEKLY REVIEW)

✓ ~~Review physical inbox (office)~~ Jan 2

✓ Review ... Jan 2

3 #Project-Tagged Completions This Week

2 projects



Project 1 — Finalize report

List: Research — Active · Completed: Jan 1 · Tagged: #Write



#BookEdition — Send outline to contributing authors

List: Incubating · Completed: Jan 2 · Tagged: #BookEdition

4 Upcoming #Project Deadlines — Next 14 Days

2 items



Project 1 — Manuscript submission

List: Incubating · Due: Soon **8 days**



Project 2 — Internal review meeting

List: Research — Active · Due: Yesterday **13 days**



Several high-visibility projects (#ConferenceOrg2027, #Project3) carry no explicit due dates. Consider assigning near-term milestone dates during this week's planning session.

5 Inbox Triage Suggestions

6 items

TASK / ITEM	PRIORITY	SUGGESTED DESTINATION	RATIONALE
Confirm keynote speaker travel arrangements	Urgent	Conferences	Time-sensitive logistics for the upcoming annual meeting; speaker confirmation deadline is next week.
Forward budget spreadsheet to department chair	Normal	Administrative	Routine administrative follow-up from Dec 28 meeting; belongs with budget-related tasks.
Respond to industry partner NDA request	High	Research — Active	Blocking factor for the detector collaboration agreement; legal response needed before Jan 10.
github.com/example/cool-mcp-tool	Normal	Ideation	Workflow automation reference; exploratory tool for future integration.
Interesting podcast episode on research	Normal	Might like to listen	Media consumption item; not an active task. Move to soft list.

productivity —
Overcast link

Summer league
registration —
Season 2026

Normal

Family

Personal/family activity; not a
professional task.

6

Strategic Task Promotion — Undated Reminders Audit

12 items · 350 analyzed

Generated: 2026-01-02 | Method: Cross-reference of all this week daily briefs, weekly Top 3 priorities from Maintenance list, and **350 undated Apple Reminders across 14 lists**. Tasks already carrying a due date and items from excluded lists were omitted.

Semester Top 3 (H26)

Project Alpha · Conference Preparation · Planning Initiative

Weekly Top 3 (W00)

Complete Thesis Review · Finalize Grant Budget · Submit Manuscript

TIER 1

Immediate Promotion — Aligned with Stated Top 3 Priorities 4 tasks

TASK	LIST	RATIONALE
Student A: thesis Chapter 5 data analysis outstanding	Mentoring	Directly operationalizes Complete Thesis Review (Weekly Top 3 #1). Assign a due date for the upcoming week.
Grant proposal — Module 3	Conferences	Directly operationalizes Finalize Grant Budget (Session Top 3 #2). Review necessary equipment costs.
Budget narrative section for grant application	Research — Active	Directly operationalizes Finalize Grant Budget (Weekly Top 3 #2). Written justification is required before submission.

TIER
2

Time-Sensitive Promotion — Approaching or Missed External Deadlines

4
tasks

TASK	LIST	RATIONALE
Register for Conference by January 27	Conferences	25 days Explicit deadline embedded in title. Registration closure is firm. Assign due date immediately.

TIER 3

Strategic Promotion — Renewed Relevance from Daily Briefs 4 tasks

TASK	LIST	RATIONALE
Algorithm validation — Comparison study	Incubating	Aligns with active research theme discussed in group meeting; paper concept now has an active collaborator.
AI integration plan for collaborative platform	Administrative	AI strategic theme recurred in multiple Daily Briefs. Infrastructure decision.

RECOMMENDATION

Tier 1 (X tasks) should receive concrete due dates within W01. These items directly operationalize stated Top 3 priorities; failure to advance them constitutes a gap between declared objectives and execution.

Tier 2 (Y tasks) carry external deadline risk. One item involves a deadline that has already passed and requires immediate triage. The conference registration is firm and non-negotiable. Date assignment is recommended **no later than Monday**.

Tier 3 (Z tasks) have gained renewed strategic relevance from this week's session themes. Review during the next weekly planning session, with priority given to the international conference record and the incubating manuscript concepts.