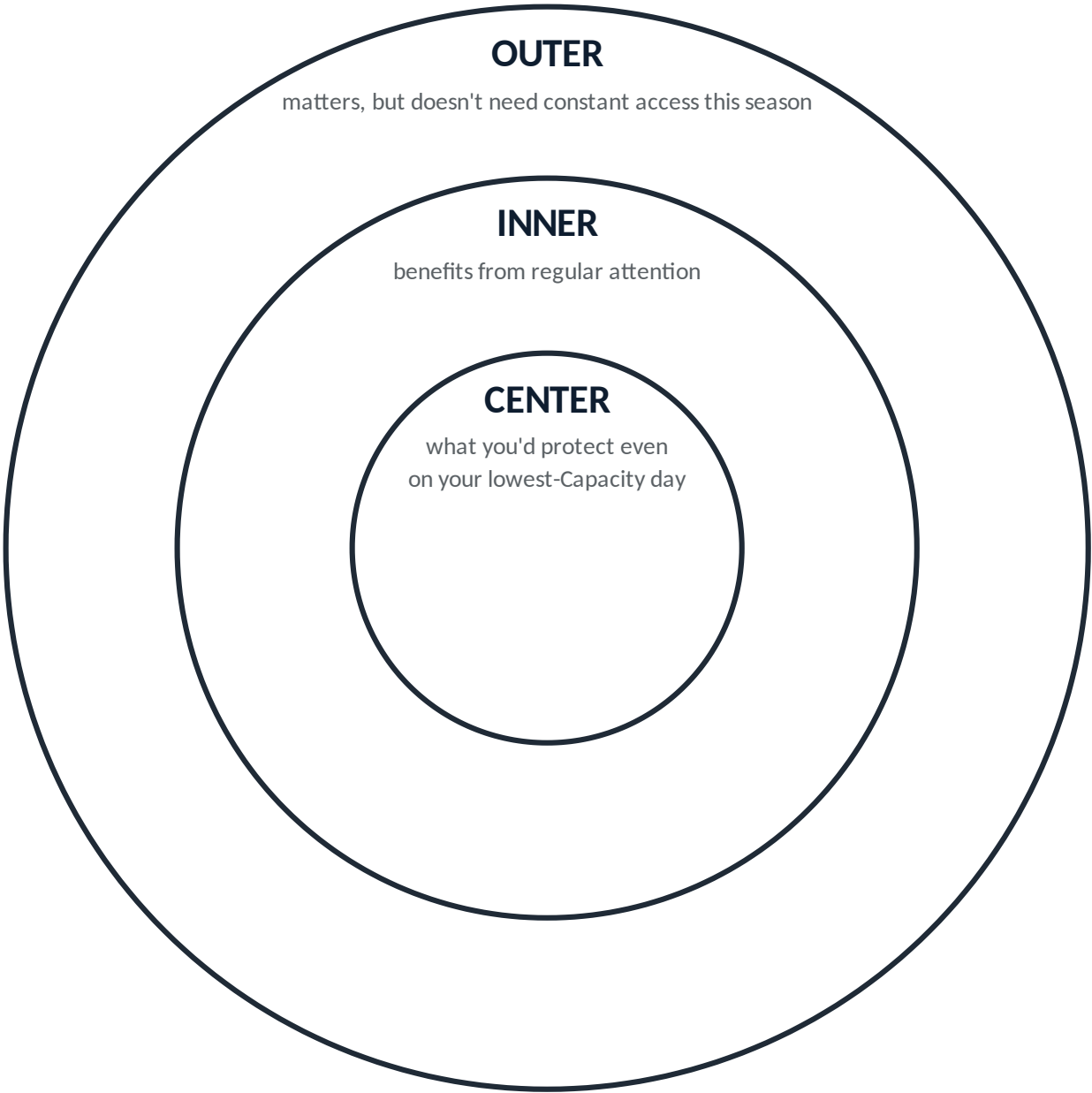


MY ACCESS MAP

Choose five to seven categories: people, commitments, practices, information streams.
Dot it there, X where it belongs, a dashed line between. Some move inward, some outward. Both count.
The center: what you'd protect on your lowest-Capacity day. It seeds your Reduced-Capacity Plan.



like this: ● now ----- ✕ where it belongs

Moves look like: do-not-disturb hours · alerts off for the outer ring · email at set times · one person who can always reach you.

RIGHT-SIZING MOVE one is enough _____ **when:** _____

