

DAILY CAPACITY SNAPSHOT

Does today's plan fit what I actually have?

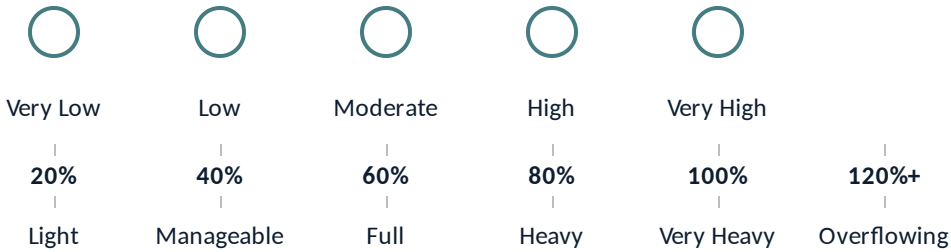
DATE ____ / ____ / ____
M T W TH F SA SU
Chapter 12

READ THE MATH

no decimals, no spreadsheet

A • My Capacity

what I actually have today
check one



B • Today's Load

what the day is asking
check one



Now compare your two marks. The difference is the gap.
If Load lands to the right of Capacity, the gap is Bad Math.

C • Answer in one word

☐ FITS ☐ TIGHT ☐ DOESN'T FIT

Fits or Tight? You're done; the Friday Ten Minutes watches for a run of Tight. Doesn't Fit: keep going.
Moves stopped closing the gap, or something that must continue slipping? Pull the alarm: your Reduced-Capacity Plan.
First week or two, at the end of the day: did it fit? ☐ yes ☐ no · that check is what calibrates the morning read.

WHERE IS THE LOAD COMING FROM?

notes only · nothing to score

- | | |
|---|--|
| ☐ Work and Money | |
| ☐ Home and Logistics | |
| ☐ Relationships and Care | |
| ☐ Mind and Focus | |
| ☐ Body and Health | |

RIGHT-SIZING TODAY

What can change today? One to four actual changes: the decision itself, in your words.
Later? Smaller? Someone else? Good-enough? Not today? Set up once? Anything that puts Capacity back?
Out of ideas: the Right-Sizing Menu lists moves by area.

	the change	when · who
1		
2		
3		
4		

