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

Very Low	Low	Moderate	High	Very High
○	○	○	○	○
20%	40%	60%	80%	100%	120%+
Light	Manageable	Full	Heavy	Very Heavy	Overflowing

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 · How does today read? ☐ 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		

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