THE FRIDAY TEN MINUTES

WEEK OF ____ / ____

A look back across the week's Daily Capacity Snapshots, ten minutes on a Friday.

Chapters 12 and 17

1 THE WEEK AT A GLANCE

Jot each day's reading: F = fits · T = tight · D = didn't fit

M	T	W	TH	F	SA	SU

A run of T's, or any D's? What did those days share? _____

This week reads: ☐ normal variation ☐ margin thinning ☐ recurrent Bad Math

2 IS THE PLAN NEEDED?

Early signs repeating, or something that must continue slipping? Pull the alarm now.

Ran the plan this week? When you can think again, look at what led there before bringing things back.

3 WHAT REPEATED?

What did you Right-Size more than once this week?

Showing up week after week? Take it to the Pressure Map: something upstream is feeding it.

4 WHERE WAS THE FRICTION?

What cost more Capacity than it should, every time you dealt with it?
The handoff that needs three reminders, the routine that lives only in your head. Set it up once so it stops asking.

5 WHAT NEEDS MORE CUSHION?

Which events need room around them: recovery before, buffer after, good-enough during?

6 WHAT CHANGES NEXT WEEK

Decide it now, while the pattern is still visible. One or two is plenty.

next week, when _____ **I will** _____

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