RIGHT-SIZING MENU

Chapters 12 and 17

When today reads Doesn't Fit: pick one to three. Tick them. Name when.

Ideas to borrow from. The same page feeds the Reduced-Capacity Plan. The blank line in each row is for yours.

TAKE LOAD OFF

by Load area · the six moves from Chapter 6: later, smaller, someone else, good-enough, not today, set up once

Work and Money	☐ show the queue, then ask what moves	☐ skip meetings where I'm only the audience
	☐ send the one-page version first	☐ _____
Home and Logistics	☐ order dinner; takeout at the table counts	☐ post the routine; the family runs it
	☐ move the grocery run, or set a standing order	☐ _____
Relationships and Care	☐ hand off the whole errand, start to finish	☐ send the prepared sentence and stop there
	☐ decline for this week only	☐ _____
Mind and Focus	☐ write down the Load you carry in your head	☐ check email in two set windows
	☐ mute every alert that can't need action today	☐ _____
Body and Health	☐ take the walk instead of the workout	☐ start no new routine this week
	☐ lower the standard on purpose, this week	☐ _____

PUT CAPACITY BACK

by Capacity input · the five from Chapter 18

Basic Recovery	☐ take a full break: away from the work, no phone	☐ eat a real meal, sitting down
	☐ decide at noon: bed by nine	☐ _____
Real Support	☐ accept the help that's offered	☐ pay for it: delivery, the cleaner. it counts
	☐ ask one person for one specific thing	☐ _____
Protected Margin	☐ book a recovery block; keep it like a meeting	☐ put the buffer before the spike on the calendar
	☐ schedule nothing after the hard thing	☐ _____
Restorative Attention	☐ take a minute of awe: the sky, the music, a view	☐ give the center of the Access Map the hour
	☐ go outside: no phone, ten minutes	☐ _____
Supportive Systems	☐ set it up once: checklist, standing order	☐ log the workaround instead of being the patch
	☐ pack the bag the night before	☐ _____

today, when _____ **I will** _____

this week _____

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