

THE FRIDAY TEN MINUTES

WEEK OF ____ / ____
Chapter 12

A look back across the week's Daily Capacity Snapshots, whatever day closes your week. A reflection, not another tool.

1 THE WEEK AT A GLANCE

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

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How many days read Tight, and which ones? What did they share? _____

2 WHAT KEPT LOWERING MY CAPACITY?

The conditions, not the character. Poor sleep, pain, a hard conversation, back-to-back meetings that cost more than the work.

3 WHAT KEPT SHOWING UP AS LOAD?

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

Three weeks running? That's not a week problem anymore. It's a design problem.

4 DID I PULL THE ALARM?

If the Reduced-Capacity Plan ran this week: what tripped it, and what did it protect? If it nearly ran: what held?

5 DID ANYTHING THAT MUST CONTINUE SLIP?

The non-negotiables from your plan, and your Access Map's center: did any give way this week?

6 WHAT CHANGES NEXT WEEK

Decide it now, while the pattern is still visible. One or two is plenty. A run of Tight days, or the same friction every time it ran: that's the Pressure Map's job, not another push.

next week, when _____ I will _____

