

Capacity Day Planner

DATE _____

Plan for the day you have, not the day you expected.

FIXED COMMITMENTS

PROTECTED MINIMUM

What is the smallest useful result that keeps today intact? _____

CHOOSE TODAY'S CAPACITY

☐ LOW

Keep each option stoppable.

☐ NORMAL

Keep each option stoppable.

☐ HIGH

Keep each option stoppable.

ONE MEANINGFUL OUTCOME

STOP / TRANSITION TIME

NEXT VISIBLE STEP
