

Commitments and Capacity

Consider actual energy and time this week, including fixed duties, rest and personal needs. Begin with a small list and one feasible adjustment.

1. Compare commitments with capacity

Commitment	Demand	Fixed/flexible	Possible adjustment

2. Where is the biggest mismatch between commitments and capacity? What trade-off are you willing to make?

3. Make an adjustment

Commitment to change

Specific adjustment

Communication or agreement

Review date