WORKSHEET + WORKED EXAMPLE

Plan a Week That Fits

An honest picture of the week and one commitment to renegotiate.

10 minutes | Capacity planning

Use it in three moves

1. Use hours for one person or one team. Keep that scope consistent and count the same time only once.

2. Include preparation, support, administration, and an allowance for interruptions. Breaks and leave reduce available work time; they are not spare capacity.

3. Compare the work with the time. Pick something to reduce, move, or resource, then talk to the person depending on it.

Whose week and which week?

Available working hours

Exclude leave and breaks. This is not a target to maximize.

Plan a Week That Fits

YOUR WORKING NOTES / CONTINUED

Allowance for interruptions

Use what your recent weeks tell you, in hours. Do not count it again below.

One commitment to renegotiate

What can move, shrink, stop, or receive more support?

Who needs that conversation, and when?

One item at a time

Copy this page for additional items. Use one row, option, task, or possibility per copy. The web tool handles calculations and comparisons where included.

Commitment or hidden work

Hours

Kind

Choose: Fixed commitment / Preparation & support / New work

A question for me

What does repeating this week teach people about whose needs count?

See one way through

FICTIONAL WORKED EXAMPLE / NOT THE ANSWER TO YOUR SITUATION

Whose week and which week?

Jo, next week

Available working hours

35

Allowance for interruptions

5

One commitment to renegotiate

Move the nonessential slide redesign to next week, with the sponsor's agreement.

Who needs that conversation, and when?

Speak to the sponsor before confirming Friday's pack.

Example item 1

Commitment or hidden work: Meetings and service cover

Hours: 14

Kind: Fixed commitment

Example item 2

Commitment or hidden work: Preparation, admin, and helping colleagues

Hours: 8

Kind: Preparation & support

Example item 3

Commitment or hidden work: Friday's report and slide redesign

Hours: 12

Kind: New work

The thinking behind it

In "[C]ulture > [V]ulture," Nic asks what an environment does to a person over time. If a plan only works by quietly using up people, change the plan.

This is an original Leader Rebellion capacity sketch. It combines a simple time budget with a conversation about hidden work. The arithmetic describes the estimates you enter; it does not measure a person's effort, value, or productivity.

Read [C]ulture > [V]ulture by Nic Payne