

The Capacity Audit

QUESTION 1:

What is my honest capacity this week?

Not what it should be. A number is information, not a confession.

QUESTION 2:

What does my team need from me?

Not everything you usually do — the one or two things that genuinely require you.

QUESTION 3:

What can only I do — and what am I holding that someone else could carry?

Capacity and demands have to meet somewhere real.

QUESTION 4:

What am I pretending about?

You don't have to broadcast the answer. You do have to know it.