

Weekly load sheet

WHEN	HOW LONG	THEN
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NAME	WEEK OF	DISCUSSED WITH
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1

Everything I am committed to this week

honest hours, including the things nobody counts

COMMITTED	HOURS	WHO ASKED	MOVABLE?

2

The arithmetic

plan to about eighty percent of what you actually have

COMMITTED TOTAL	HOURS AVAILABLE	PLAN TO 80 PERCENT	OVER OR UNDER

FOUR WAYS TO RENEGOTIATE · ALL FOUR HAND THE DECISION UPWARD WITH THE INFORMATION ATTACHED

Yes, and here is what moves. Name the thing that slips and let them choose.

Yes, at a different depth. Rough by Thursday or finished the week after.

Yes, if this is the priority. Not a refusal, a clarification.

Not me, and here is who. Redirecting is not declining.

Count meetings and recurring work as committed hours. They are the hours nobody counts and they are usually the largest block. Show the list rather than describing the feeling: forty-six hours of committed work in a thirty-eight hour week is a fact, and it moves the conversation from your resilience to the business's priorities.