

WRAP = Workload planning

Example: Weekly Review and Action Plan tool

1 Assess your capacity for the coming week

Hours I intend to work next week	-
Subtract committed hours (includes time already scheduled in the calendar plus any other known committed time that is not visible in the calendar, eg inbox processing time)	-
Subtract reactive hours (leaving time available for unexpected or unplanned work)	-
Total hours available for new work next week	=

2 Review all your sources of work and decide what you must do next week

Workload planning

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3 Decide what you must do next week. Assess the time and priority needed to do the work.

Work I must do next week (and not already in my calendar or tasks)	Priority	Hours
		+
		+
		+
		+
		+
		+
		+
		+
		+
Total hours I need for new work next week		=

4 Transfer your decisions to your calendar and tasks