

Workload planning:

Weekly Review and Action Plan tool

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	-

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

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		+

Transfer your decisions to your calendar and tasks