

# 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

A series of horizontal dotted lines for writing, each preceded by a red dot on the left margin.

