EQUILIBRIA STRATEGIES

TOOLS FOR YOUR WORK

Priorities & Capacity Check

Use before adding new work. Review current commitments, then choose one practical adjustment with the people who carry them.

Organization / team

Date

1. Put the current work on the page.

Commitment / why it matters	Who carries it / time needed	Keep, change, share, or stop?

2. Whose workload or perspective needs a closer look?

3. What will we change first, who owns it, and when will we review it?