

CAPACITY **LEAK** TRIAGE

Stop the bleed before you fix the bucket. An emergency patch, not a long-term fix. You cannot fill a bucket with a hole in the bottom. Identify up to three active drains and take one small action to stop the bleed today.

01 // WHAT THIS IS

AN EMERGENCY PATCH, NOT A LIFE AUDIT

This worksheet is deliberately not a full life audit. It's a fast tool for identifying up to three active leaks and doing one thing about each of them today.

02 // HOW TO USE IT

- 1. Identify up to three leaks.** Not everything draining you, just the top three, the ones costing the most right now.
- 2. Assign each a fate.** Drop, pause, reduce, delegate, or delay. Pick one; "think about it more" isn't a fate.
- 3. Choose one micro-action per leak.** Something doable today, not a five-step plan. The smallest possible move that starts the fate you picked.
- 4. Do the micro-actions, not the whole fix.** This worksheet stops the bleed. The full resolution can come later, once you're not actively leaking capacity.

03 // WHEN TO USE IT

A NOTE BEFORE YOU START

This is built for acute overload, not sustainable planning; use it to get through today, then revisit with more room to think. If every category feels like it's leaking at once, that's worth a conversation with a clinician or supervisor rather than a worksheet alone.

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CAPACITY LEAK TRIAGE

DATE

CURRENT OVERLOAD LEVEL, 0-10

Leak 1 // WHAT IS ACTIVELY DRAINING ME?

What is it costing?

ENERGY

TIME

ATTENTION

Assign a fate

DROP

PAUSE

REDUCE

DELEGATE

DELAY

One micro-action I can do today

Leak 2 // WHAT IS ACTIVELY DRAINING ME?

What is it costing?

ENERGY

TIME

ATTENTION

Assign a fate

DROP

PAUSE

REDUCE

DELEGATE

DELAY

One micro-action I can do today

Leak 3 // WHAT IS ACTIVELY DRAINING ME?

What is it costing?

ENERGY

TIME

ATTENTION

Assign a fate

DROP

PAUSE

REDUCE

DELEGATE

DELAY

One micro-action I can do today

STOP THE BLEED. DO NOT BUILD THE WHOLE FIX.

Now // WHICH LEAK DO I STOP FIRST?

THE LEAK I AM STOPPING FIRST

THE ONE ACTION, TODAY

What I am deliberately not fixing yet