# Capacity and deadline planner

Avoid overbooking by checking realistic available hours.

## Three steps

1. List realistic work hours
2. Subtract committed work and buffer
3. Review before accepting projects

## A worked example

| | |
|---|---|
| **Week** | Dec 1 |
| **Available hours** | 30 |
| **Committed** | 20 |
| **Buffer** | 5 |
| **Free hours** | 5 |

**Only five hours remain for new commitments.**

Account for rest and obligations.

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Use one row per item or decision. Start with what you know.

| Week | Available hours | Committed | Buffer | Free hours |
|---|---|---|---|---|
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## My next action / when