Weekly time budget reality check

Compare available time with planned commitments before overbooking.

Three steps

1. Set a realistic time window
2. Subtract fixed commitments
3. Review planned work

A worked example

Week	Dec 1
Available hours	40
Fixed hours	24
Planned hours	12
Remaining	4

Only four hours remain for flexibility.

Rest and personal needs matter.

Weekly time budget reality check

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

Week	Available hours	Fixed hours	Planned hours	Remaining

My next action / when