

## CAPACITY SNAPSHOT TOOL

Team Member:	Jan	Feb	Mar	April	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
I am overextended and backlog is increasing												
I have to overextend to meet demand, have backlog												
I am at full capacity, able to keep up if I don't let up at all												
I have plenty to do and can keep up with a little margin												
I really could take on more work												
There isn't enough for me to do												

Time Frame (you can use months of the year or substitute an alternate time frame)

### Instructions:

1. The purpose of this tool is to gain awareness on how a team member views his/her own workload and capacity.
2. Assess and indicate where you feel your capacity is at along the specified time frames. e.g. "I am full capacity..." in January and February but come down to "I could take on more work" in March and April, etc.
3. Gather the snapshots from team members and look for trends, gaps or any helpful insight that might help you make workload decisions.