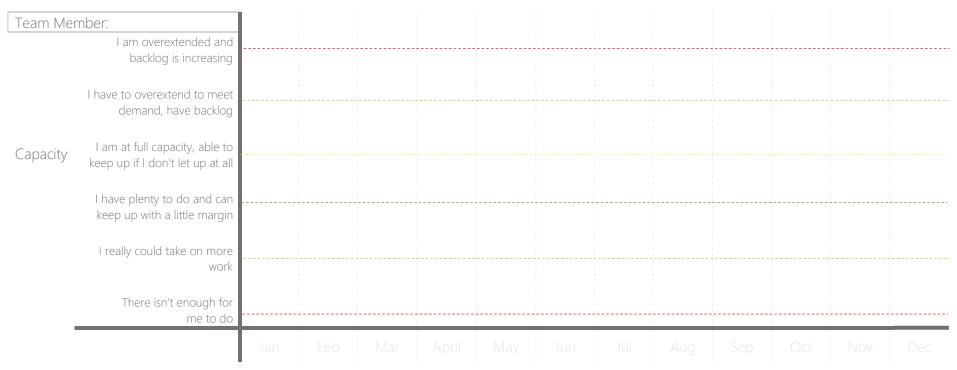
CAPACITY SNAPSHOT TOOL



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.

