

Capacity Matrix Protocol

1-page field sheet · Decisive Edge

Stop letting Tuesdays dictate Thursdays. The week is a finite container—not an infinite resource. Score demand honestly, credit recovery honestly, then read effective strain before you say yes to another commitment.

Step 1 — Score load (last 14 days, 0–100 each)

- Professional: deliverables, stakeholders, deadlines, travel, job stress that follows you home.
- Relationship: partner, family, friends, and work relationships when drain feels relational.
- Mental / admin: inbox, scheduling, bills, household and medical paperwork—mental RAM overhead.
- Identity: legacy pressure, role expectations, who you are supposed to be vs who you are.

Step 2 — Pillar demand & Self Pillar

Pillar demand = average of the four load scores.

Self Pillar investment = sleep, movement, reflection, boundaries (structural recovery, not a reward).

Mitigation credit = up to 12 points subtracted from pillar demand when Self Pillar is strong.

Effective strain = pillar demand minus mitigation (cap "12"). This is your headline risk.

Zone bands (effective strain)

Below 40%	Reserve — margin available
40–62%	Optimal — sustainable cadence
63–69%	Tightening — protect recovery
70–85%	Caution — cushion thinning
Above 85%	Overload — reset load & boundaries

Step 3 — Deploy the no (operational integrity)

When strain is elevated, your "no" is an audit—not an apology: "I've mapped load for the last two weeks. Effective strain is already high; I won't add another commitment on what I've promised. I can revisit when there is real margin."

Audit question (5 min)

- Where does effective strain land today?
- Which pillar would the next yes inflate most?
- What one commitment would you delete or defer this week to protect the Decisive Edge?

Run the interactive Capacity Matrix at <https://www.beadecisiveleader.com/ai-tools/capacity-matrix>. Pair with Weekly Operations Review for forward-pass cadence.