

ADJUSTING WAS THE STRATEGY ALL ALONG

A Capacity First Workbook to Help You Stay
Consistent When Life Keeps Changing

Part 1

YOU'VE BEEN ADJUSTING ALL ALONG

Think of a time your conditions changed.

1

What changed?

What happened in your life, work, family, business, schedule, responsibilities, etc?

2

What did you change because of it?

What did you do differently in response?

3

What did that adjustment allow you to keep doing, protect, or move forward?

4

How did you adjust?

☐ Changed my schedule

☐ Reduced something

☐ Paused something

☐ Changed my expectations

☐ Asked for help

☐ Found another way

☐ Came back to it later

☐ Other _____



WHAT THIS SHOWS

Your circumstances changed, and you responded by changing how you moved forward.

That adjustment is evidence that you already know how to adapt.



WHEN THINGS FEEL OVERWHELMING START HERE.

You've adjusted before. You don't have to solve everything at once. You can take a beat, then decide what needs your capacity next.

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Part 2

THE PRIORITY CHECK

“IF EVERYTHING IS A PRIORITY, NOTHING IS.”

1

WHAT ARE YOU CURRENTLY TRYING TO MOVE FORWARD?

List the goals, projects, responsibilities, or opportunities competing for your attention.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

2

WHICH **ONE** DESERVES YOUR CAPACITY FIRST RIGHT NOW?

Consider what:

- Has the greatest impact
- Has a real deadline or consequence
- Supports something else I'm working toward
- Fits the season I'm currently in
- I can realistically influence right now

The **ONE goal I am choosing to prioritize right now is:**



Choosing a priority doesn't mean the others don't matter.
It means you've decided what gets your capacity first.

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Part 3

MY CAPACITY CHECK

BUILD FOR THE CAPACITY YOU HAVE

**“MAYBE THE GOAL DOESN’T NEED TO CHANGE.
MAYBE THE WAY YOU’RE PURSUING IT DOES.”**

1

WHAT ARE MY CURRENT CONDITIONS?

- | | |
|--|---|
| ☐ Available time has changed | ☐ Work/business demands have changed |
| ☐ Energy has changed | ☐ Something unexpected happened |
| ☐ Responsibilities have changed | ☐ Other _____ |
| ☐ Resources or support have changed | |

Anything else I need to account for?

2

What can I realistically support right now?



This helps you build for the capacity you actually have.
Not the capacity you wish you had.

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Part 4

KEEP MOVING. CHANGE THE WAY

“When you capacity changes, the goal doesn’t have to go. The way you pursue it might.”

1 What version of this priority can my current capacity support?

2 Choose your adjustment.

Which adjustment fits best?

☐ **Reduce**- Can I do less of it and still make meaningful progress?

☐ **Change**- Can I accomplish the goal in a different way?

☐ **Pause**- Does this need to wait while I protect something more important?

☐ **Replace**- Is there another action that moves me toward the same outcome with less demand?

3 My Adjustment.

I will...

Instead of...

4 My next sustainable step.

What is one action I can realistically take next?

5 FOR NOW I WILL:

☐ **KEEP**- The current approach still fits.

☐ **ADJUST**- The priority stays, but the way i pursue it changes.

☐ **TEMPORARILY RELEASE**- The does not fit my capacity right now.



ADJUSTING WAS YOUR STRATEGY ALL ALONG.

NOW YOU KNOW HOW TO USE IT ON PURPOSE.