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PRIORITY RESET WORKSHEET

A practical companion to Blog 29:
"Why Strategic Priorities Multiply Faster Than Capacity"

Purpose: identify where commitments exceed capacity, make the trade-offs visible and agree what the organisation will continue, complete, defer, stop or reduce.

Use individually or as a leadership-team discussion.

This is a reflection tool, not a formal organisational diagnosis

Organisation / team: _____

Review date: _____

2 NAME THE REAL CAPACITY CONSTRAINT

Tick one answer per statement.

Score: 0 = rarely / no; **1 =** sometimes / partly; **2 =** often / yes.

Signal	0	1	2

Total score: _____ / 14

Higher scores suggest greater priority pressure; use the answers to start a discussion, not to make a diagnosis

2 NAME THE REAL CAPACITY CONSTRAINT

Which constraints limit delivery right now?

Tick all that apply and identify the most significant

□ People / workload □ Skills □ Budget □ Leadership attention

□ Decision speed □ Systems / processes □ Change fatigue

□ Other: _____

Biggest constraint and its effect on delivery:

_____

_____

3 INVENTORY THE PRIORITIES

Active priority / initiative	Accountable owner	Capacity needed / bottleneck

4 MAKE THE TRADE-OFFS EXPLICIT

For each priority, choose one disposition.
"Continue" means protect it;
"Complete" means close it out promptly;
"Defer" means agree a later review point;
"Stop or reduce" means release capacity deliberately.

PRIORITY (from page 1)	**Decision**	**What changes / capacity released**	**Decision owner & date**

ADDITIONAL PRIORITY / DECISION:

_____

5 PROTECT THE FEW PRIORITIES THAT MATTER MOST

Which THREE outcomes deserve first call on capacity over the next 90 days?

1._____

2._____

3._____

For any NEW priority, ask: What will we stop, defer or reduce? What resources will move? Who approves the trade-off?

5 AGREE A RESET AND REVIEW

COMMITMENT	DECISION / ACTION
Work we will stop or reduce	
Work we will defer or finish	
Capacity we will release or redirect	
Person accountable for follow-through	
Date to review progress (within 30 days)	

Final reflection: Are our everyday decisions and resource allocations consistent with the priorities we say matter most?

_____

A priority reset is complete only when decisions are communicated, owners are clear and progress is reviewed.

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