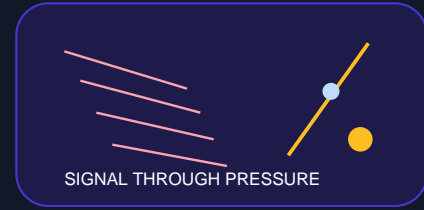


CAPACITY LEAK

Bandwidth Leak Audit

A worksheet for finding the open loops, unfinished conversations, commitments, and attention drains quietly reducing decision clarity.



What this helps you see

- Where attention is leaking.
- Which open loops are creating hidden decision load.
- Which commitments need a boundary, closure, or simplification.
- What can be stopped before more is added.

How to use it

- Use this before you act, reply, decide, or request guidance.
- Write enough to make the pressure visible. Do not force a perfect answer.
- Bring the notes into a Decision Clarity guidance request when you want support reading the situation.

1. Name the situation

Where is your attention leaking through unfinished work, open tabs, unresolved conversations, or vague commitments?

2. Check the state before the move

Hot - urgent, defensive, flooded, reactive

Warm - activated, but still reachable

Cool - regulated enough to sort the issue

Clear - grounded, specific, and able to choose

Cold - depleted, numb, shut down, or capacity is too low

3. Clarify the category

Unfinished conversation

Unclear commitment

Too many tabs

Repeated interruption

Hidden emotional load

Overdue decision

Avoided admin

Open loop

4. Identify the pressure pattern

Leak signals

- Attention keeps returning to the same issue.
- The task is small but heavy.
- A vague promise is still open.
- The day is full but not clean.

Clean repair moves

- Close one loop.
- Send one clean update.
- Move one decision to later.
- Request guidance for the heaviest leak.

5. Choose the clean next move

What should not be done from this state?

What is the smallest clean next move?

First clean sentence, if a conversation or message is needed:

Close the loop enough for now

What decision, conversation, repair, boundary, or request is ready for guidance? What can wait until capacity returns?
