Execution Queue Control — Capture Sheet

For the team, as you run the activity. Count what's started, set a limit below it, park the excess, and write the rule for new work. Fill it in on the board as you go.

TEAM / GROUP _____ FACILITATOR _____ DATE _____

THE ONE THING TO REMEMBER

The queue already exists. You're only deciding whether it's visible or hidden.

Every new "yes" already delays something. Finish before you start.

1 · Count what's in progress — everything started but not finished, one per line

Count — how many in progress right now? ☐

2 · Set the limit — below that count — low enough to force a change

Limit set at ☐ things in progress at once

- ☐ **Count** — how many are actually in progress right now?
- ☐ **Below** — is the limit below that count?
- ☐ **Stop** — does it mean something must finish before a new start? If any answer is "no", set it lower.

3 · Move the excess to waiting — parked, not cancelled; it waits its turn

4 · The intake rule — when does new work start?

Write the rule in the team's words — e.g. "new work waits until something finishes and frees a slot; to start it now, name what stops."

When someone says "this one's an exception": allowed — but it must visibly move another item to waiting. If nothing moves, the limit has silently increased and you're back to overload.

DONE WELL WHEN

the limit is set below the count, the rule is written and visible, and the extra work sits parked in waiting.

WATCH

a "limit" equal to what you already carry is permission, not a limit. Lower it until at least one item has to wait.

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