

Freelance Capacity Planner

A weekly capacity plan: real billable capacity after non-billable time, committed hours per week, free capacity, utilisation and the first week a new project could start.

SETTINGS

Your week, as it actually is. Everything else is derived from these.

CAPACITY SETTINGS

Be honest here. A plan built on an optimistic week is not a plan.

YOUR WEEK

Weekly working hours	40.00	Hours you are at work, not hours you can sell
Target billable %	75.0%	The share of working time that can be client work

WHAT COMES OUT OF IT

Admin hours per week	4.00	Invoicing, bookkeeping, email, filing
Sales hours per week	2.00	Proposals, enquiries, calls that are not billable
Recurring meetings per week	1.50	Standing calls you cannot move
Buffer %	10.0%	For everything not on any list. Do not set it to zero.

PLANNING

Working days per week	5	
First week starting	2026-09-21	A Monday. Week 1 of the plan below.
Planning horizon (weeks)	12	

THE RESULT

Base billable capacity	30.00	Weekly hours × target billable %
Less recurring commitments	22.50	Base capacity ? admin ? sales ? meetings
ADJUSTED WEEKLY CAPACITY	\$20.25	What is left after the buffer. This is the number the weekly plan is measured against.
Hours per working day	4.05	Adjusted capacity ÷ working days

PROJECTS

Every live commitment, including retainers. Remaining hours drive the plan.

PROJECTS

Estimated minus completed is what still has to fit somewhere.

[illegible]

Total remaining hours

Weeks of work at full capacity

204.00

26.00

10.07

PLAN

Commit each project's remaining hours to weeks. Red weeks need a decision.

WEEKLY PLAN

Committed hours are yours to type. Everything else is calculated.

Week	Starting	Available work h	Non-billable h	Adjusted capacity	Committed h	Free capacity	Utilisation	Overbooked h	Status
1	2026-09-21	40.00	7.50	20.25	24.00	0.00	118.5%	3.75	OVERBOOKED
2	2026-09-28	40.00	7.50	20.25	28.00	0.00	138.3%	7.75	OVERBOOKED
3	2026-10-05	40.00	7.50	20.25	31.00	0.00	153.1%	10.75	OVERBOOKED
4	2026-10-12	40.00	7.50	20.25	26.00	0.00	128.4%	5.75	OVERBOOKED
5	2026-10-19	40.00	7.50	20.25	18.00	2.25	88.9%	0.00	BUSY
6	2026-10-26	40.00	7.50	20.25	14.00	6.25	69.1%	0.00	AVAILABLE
7	2026-11-02	40.00	7.50	20.25	20.00	0.25	98.8%	0.00	BUSY
8	2026-11-09	40.00	7.50	20.25	22.00	0.00	108.6%	1.75	OVERBOOKED
9	2026-11-16	40.00	7.50	20.25	12.00	8.25	59.3%	0.00	AVAILABLE
10	2026-11-23	40.00	7.50	20.25	8.00	12.25	39.5%	0.00	AVAILABLE
11	2026-11-30	40.00	7.50	20.25	6.00	14.25	29.6%	0.00	AVAILABLE
12	2026-12-07	40.00	7.50	20.25	4.00	16.25	19.8%	0.00	AVAILABLE
Totals over the horizon				243.00	213.00	59.75	0.0%	29.75	

AVAILABLE is under 80% utilised · BUSY is 80% to 100% · OVERBOOKED is over 100%, and means something has to move.

PLANNER

When could a new project start, given everything already committed?

NEW PROJECT PLANNER

Three inputs. Answer the “when can you start?” question with a date.

THE ENQUIRY		
New project hours	40.00	Your estimate for the whole project
Desired hours per week	10.00	How hard you want to push it
Earliest start	2026-09-21	Not before this date
THE ANSWER		
First feasible week	10	The first week on the plan that starts on or after your earliest start and has enough free capacity. 0 means no week in the horizon has room.
Starting	2026-11-23	The Monday of that week
Estimated duration (weeks)	4.00	Project hours ÷ hours per week
Estimated completion	2026-12-28	End of the last week of work
Free capacity in the horizon	59.75	Total unused capacity across every planned week
Does the project fit at all?	Yes	Ignoring pace: is there enough total room in the plan?

If the first feasible week is 0 but the project fits overall, the work can be done — just not at the pace you asked for. Lower the desired hours per week and look again.