Mostly full never says when. A date does.

About 15 minutes, from your dashboard

A storage array that fills next month leaves far fewer choices than one that fills next year. The array is the system that holds your shared data. Two readings from its dashboard, 90 days apart, turn "mostly full" into the month it runs out.

Yes **2** Written down, with a date (a log, a screen, a document), and it meets your own plan.

Partly **1** Remembered, but not written down, or the record shows you missed your plan.

No **0** Nobody knows, or it was never done. A blank is a finding.

"None, checked on a date" counts as a record. No plan or target written down? Write your guess first, then measure: the guess is your plan.

Five questions about your own setup

1 Used space 90 days ago

Your answer, and where it is written down (with the date) Used space on your main array 90 days ago.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

How to raise it

Where to find it:
The capacity history screen on the array's dashboard. Read the point 90 days back and write the date it shows.

To get it to a 2:
A reading from the dashboard, with the date it shows.

What this does not prove:
If the dashboard cannot go back 90 days, write today's reading and read it again next quarter. A dashboard that cannot show it is a finding too.

Where each reading lives on your dashboard: five readings from your own dashboard

2 Used space today

Your answer, and where it is written down (with the date) Used space today, from the same screen.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

How to raise it

Where to find it:
The same capacity history screen. Write today's date beside the reading.

To get it to a 2:
Today's reading, with the date, taken from the same screen as row 1.

3 The month it lands on

Your answer, and where it is written down (with the date) A line drawn from the first reading to the second, forward to full, and the month it reaches full.

No 0 | Partly 1 | Yes 2 | Score 0, 1 or 2 | This quarter | Next quarter

How to raise it

Where to find it:
Rows 1 and 2. The gap between them is how fast you are filling; the line turns that rate into a date.

To get it to a 2:
A month written down, with the two readings it came from.

4 Months left, and who knows

Your answer, and where it is written down (with the date) The months between today and that month, and who else on the team knows the number.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter ☐ Next quarter ☐

> **How to raise it**
>
> **Where to find it:**
> Count the months on a calendar. Ask your manager and the team what they believe the date is.
>
> **To get it to a 2:**
> The months left written down, in a shared calendar or plan, and they leave you at least as long as your own plan says you need. No plan written down? Write your guess for how long a change takes and score against it.

5 Readings that repeat

Your answer, and where it is written down (with the date) The dates of the readings, and when you will take them again.

No 0 | Partly 1 | Yes 2 Score 0, 1 or 2 This quarter ☐ Next quarter ☐

> **How to raise it**
>
> **Where to find it:**
> Your notes, or the dates beside rows 1 and 2.
>
> **To get it to a 2:**
> Both readings dated, and the next one booked inside the interval your team sets. No interval written down? Write your guess, such as every quarter, and score against it.

Your total, out of 10 ☐

9-10 **Known** Score the same page again next quarter.

5-8 **Partly known** Fix your lowest row this week.

0-4 **Assumed** Do row 1 this week.

Two rules beat the total: if row 1 scores below 2, the result is Assumed. Any row that missed your plan or guess is your next step.

> The last time an array of yours filled up, how much warning did you get?

What this does not prove

A full date is a straight line drawn from two readings. It does not show a new project or a busy quarter that fills the array sooner. It gives you a date to plan around, not a promise.

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