

Sort Yourself Out

STEP #1 *CAPTURE YOUR THINKING*

Make a list, a mind map, or doodle all the decisions that are on your mind. Put checkmarks beside important decisions that you want to consider now.

Capture them below.



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STEP #2 *RATE YOUR CONFIDENCE*

Look at your checked list from Step #1 and rate your feelings of confidence for each decision. **Transfer your Step #1 decisions into the sections below.**

Decisions I feel *CONFIDENT* to navigate.

More complex decisions that I feel *LESS CONFIDENT* to navigate.

Complex or unclear decisions that I feel *NOT CONFIDENT* to navigate.



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STEP #3 SORTING IT ALL OUT

Now that you have rated your readiness for each decision, let's take it one step further and organize these decisions in time. Place your decisions sorted by confidence from Step #2 into a timeline - ***It's Decided, Deciding, or Decide Later.*** Transfer your Step #2 decisions into their row below and choose the column they belong in. This process starts to reveal urgency, importance, complexity, and 'low hanging fruit' that's easy to take action on while reducing your emotional and cognitive load about the past, present, and future.

	IT'S DECIDED IS THERE A NEXT MOVE? TAKING ACTION? CELEBRATION?	DECIDING APPLY A DECISION PROCESS TO ELEVATE YOUR CONFIDENCE AND DECISION QUALITY	DECIDE LATER FUTURE DECISIONS AND DEVELOPING SITUATIONS. CAPTURE POSSIBLE DECISIONS AND WAIT.
CONFIDENT	TAKING ACTION	READY TO TAKE ACTION	I'M CONFIDENT IN TAKING ACTION BUT NOT NOW
LESS CONFIDENT	FEELING A LITTLE STUCK. WHO OR WHAT CAN SUPPORT ME?	LACKING CLARITY ABOUT WHAT TO DO. TRY THE DECISION WHEEL	UNDEVELOPED SITUATION OR CIRCUMSTANCE
NOT CONFIDENT	UNCLEAR ABOUT NEXT STEPS. CONNECT TO WHY IT'S IMPORTANT AND BRAINSTORM POSSIBLE ACTION.	FEELING UNCLEAR OR OVERWHELMED. APPLY YOUR PERSONAL DECISION ROAD MAP	THE FUTURE IS UNCLEAR