

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.**



Sort Yourself Out

STEP #2 **RATE YOUR CONFIDENCE**

Transfer your Step #1 decisions into the sections below.

Look at your checklist from Step #1 and rate your feelings of confidence for each decision. The simpler, more frequent, lower impact, and more certain the decision, the higher the confidence.

Confidence is defined by the problem's:

Impact - Does this impact your own life or others?

Complexity - Are there a few or a lot of factors to juggle?

Uncertainty - How uncertain is the situation?

Frequency - Have you done this before?

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.

Sort Yourself Out

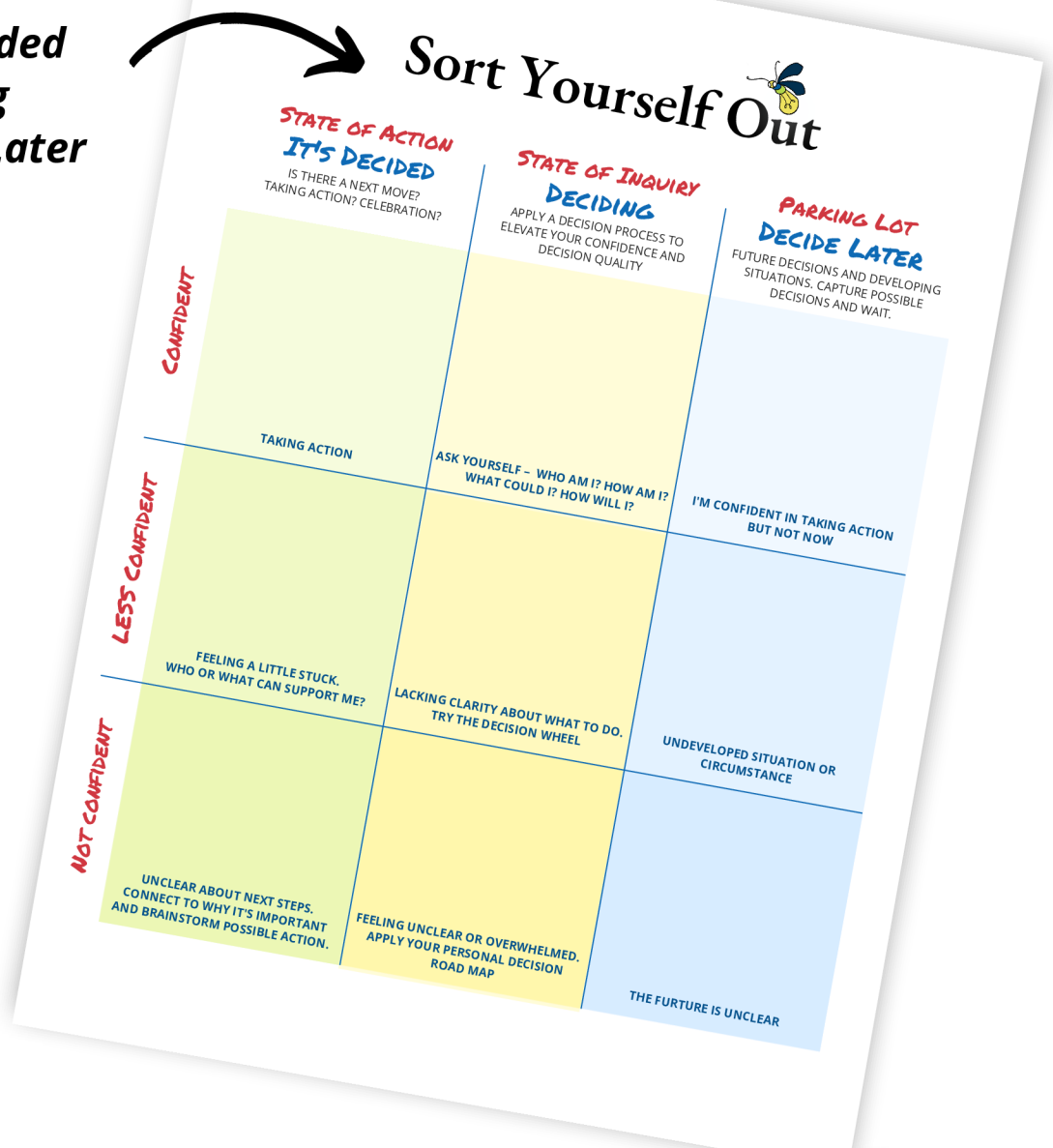
STEP #3 SORTING IT ALL OUT

Now that you have rated your readiness for each decision, let's take it one step further and organize these decisions in time.

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 (It's Decided), present (Deciding), and future (Decide Later).

Place your decisions sorted by confidence from Step #2 into a timeline:

- *It's Decided*
- *Deciding*
- *Decide Later*





Sort Yourself Out

STEP #3 SORTING IT ALL OUT

	STATE OF ACTION IT'S DECIDED IS THERE A NEXT MOVE? TAKING ACTION? CELEBRATION?	STATE OF INQUIRY DECIDING APPLY A DECISION PROCESS TO ELEVATE YOUR CONFIDENCE AND DECISION QUALITY	PARKING LOT DECIDE LATER FUTURE DECISIONS AND DEVELOPING SITUATIONS. CAPTURE POSSIBLE DECISIONS AND WAIT.
CONFIDENT	TAKING ACTION	ASK 4 QUESTIONS - WHO AM I? HOW AM I? WHAT COULD I? HOW WILL I?	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

Sort Yourself Out

STEP #4 *CAPTURE NEXT STEPS + REFLECT*

Look at your grid from Step #3. Identify your very next step in your 'It's Decided' and 'Deciding' columns.

1. Capture your next step in each box.

2. Plan WHEN you will take that step.

3. Take Action

4. Once you start to take implementation action, or don't, reflect on
 - What's working?

 - What's not working?

 - What's getting in the way?

 - What could I do differently now to make it work?
(i.e. make the next step smaller, make it more fun, rewards for yourself, etc.)