



My Decision Deadline Worksheet

Use this worksheet to clarify each part of a decision deadline. Then, put them all together. You'll find additional examples at the end, and of course, if you have questions, just ask! --Darcy

Part 1: What I Know

Your Vision

On a scale of 0-10, with 0=not at all and 10=completely, how close are you to this vision today?



What stands out for you when you think about your vision?

Your Values

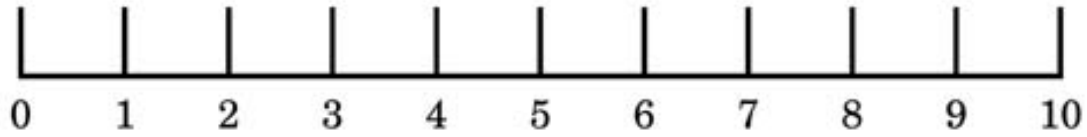
On a scale of 0-10, with 0=not at all and 10=completely, how close are you to living these values today?



What stands out for you when you think about your values?

Your Superpowers

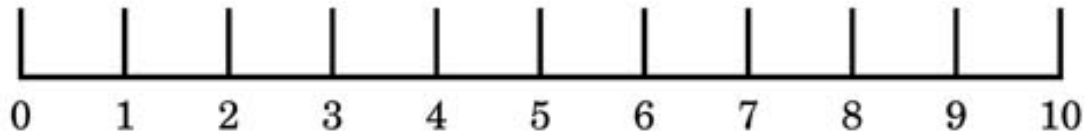
On a scale of 0-10, with 0=not at all and 10=completely, how close are you to working in your superpower space today?



What stands out for you when you think about your superpowers?

Your Ideal Environment

On a scale of 0-10, with 0=not at all and 10=completely, how close are you to working in your ideal environment today?



What stands out for you when you think about your vision?

Now, add up how close you are today on all four areas. Remember, there's no right or wrong—we're just gaining clarity to understand how close or far you may already be to what you want.

	<i>Write the numbers you scored above here</i>
Vision	
Values	
Superpowers	
Environment	
Add up your total (0-40)	

You'll use this score later!

What stands out across all four elements?

Now, write a draft of your "what I know is . . ." statement:

Part 2: What I Need to Decide Between

Draft 1:

<i>This=</i>	
<i>That =</i>	

	Yes	No
<i>Are both these options acceptable to me?</i>		
<i>Are they specific?</i>		
<i>Do they matter to what's important to me?</i>		

Draft 2:

<i>This=</i>	
<i>That =</i>	

	Yes	No
<i>Are both these options acceptable to me?</i>		
<i>Are they specific?</i>		
<i>Do they matter to what's important to me?</i>		

Draft 3:

<i>This=</i>	
<i>That =</i>	

	Yes	No
<i>Are both these options acceptable to me?</i>		
<i>Are they specific?</i>		
<i>Do they matter to what's important to me?</i>		

Part 3: By When

	Your Answer
A. Today's date is:	
B. Six months from today is:	
C. If your total score from Part 1 is less than 20, the date 3 months earlier from the date you wrote on line B is:	
D. If there are major changes taking up your personal bandwidth right now, the date 3 months later than the date you wrote on line C is :	
E. If you have extra bandwidth right now, move the date on line D earlier:	
Your decision deadline date (in progress) is:	

Putting it All Together

Decision Deadline Framework:

What I know is . . . so I'll decide THIS or THAT. . . .by [date] .

Write a draft here:

Read your statement out loud. How does it feel to you? Does it feel like positive forward motion? Does it need to be bigger? Smaller?

Write your adjusted decision deadline statement here:

Decision Deadline Statement Examples

Use these only as a reference to understand how the three elements—what I know, what I need to decide between, and by when—can connect together.

What I know is that I am not working in my superpower space. I'm bored and not growing. But my company is a good one and I haven't really explored making any changes inside.

By DATE, I will have explored other ways inside the company that I could grow **and I'll decide** whether to stay here or to actively begin networking for other positions outside the company

What I know is that my boss is retiring and I don't want her job. I want to take control of my career and want to plan ahead now for when things change.

By DATE, I will have talked to my boss' boss about my concerns **and I'll decide** whether there are roles here for me to pursue or not

What I know is that my company's values and my values are in conflict and the right thing for me to do is to move on.

By DATE, I'll have talked to at least 25 people at other companies in my field **and I'll decide** whether I can stay in this field or whether I need to change careers.

What I know is that I'm ready to go into business for myself. I'm prepared to take a big risk.

By DATE, I'll have explored in-depth the 2-3 areas that interest me most **and I'll decide** on the one I want to continue to pursue