



**YOUR**  
**ULTIMATE**  
**CHECKLIST**  
**TO BETTER DECISIONS**  
**AT WORK**

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*By*

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# Your Ultimate Checklist to Better Decisions at Work

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Need to make a big career or business decision? Feeling stuck? Stressed? If so, there's a good chance you're trapped in old-school thinking about how choices get made.

Based on my coaching and consulting work with hundreds of leaders and high performing professionals at [RedCapeRevolution.com](https://RedCapeRevolution.com), I've clarified the essential elements you need to get unstuck and make your next decision with more confidence and less stress.

Complete this 10-step checklist today, and make better decisions now.



Check the box that reflects the most honest answer to the statement. Remember, this is completely confidential, so always pick what's true for you. No one will see your answers unless you choose to share.

If you're not sure of your answer, check NO.

- 1 I am really clear about what I want in the short-term and the long-term.  YES  NO
- 2 I can confidently show and tell others about my strengths & superpowers.  YES  NO
- 3 I'm honest about the assumptions I'm making and willing to change them as I learn more.  YES  NO
- 4 I'm clear on what I need to decide between.  YES  NO
- 5 I've completely considered the simplest solutions.  YES  NO
- 6 I've talked live to more than 5 other people who've made similar decisions.  YES  NO
- 7 I've created a decision deadline & action plan.  YES  NO
- 8 I've researched the consequences of each decision.  YES  NO
- 9 I've made time in my schedule to work on this decision.  YES  NO
- 10 I have a safe, supportive community around me where I can speak freely, fail badly, and celebrate my successes.  YES  NO

TOTAL YES=

TOTAL NO=

# If you checked **YES** eight times or more . . .

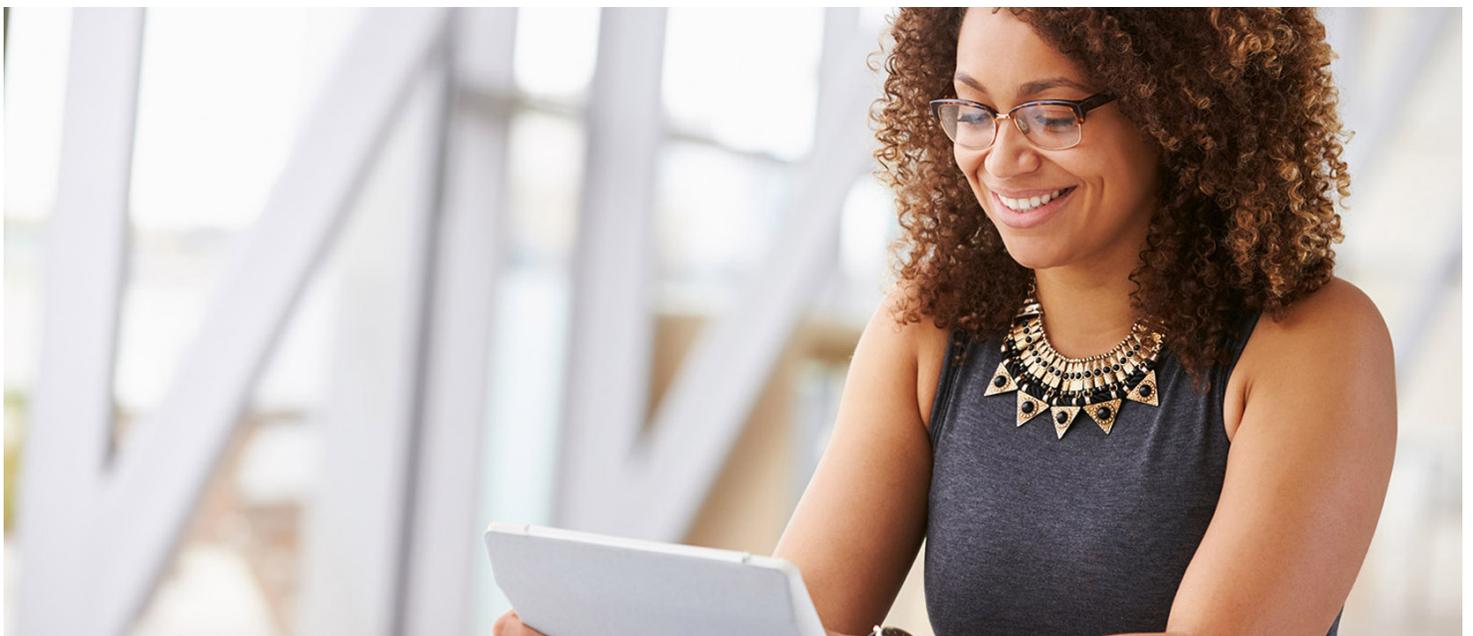
Congrats! You've done the work. It's time to decide.

Trust yourself and know that you're making the best decision you can with the information you have right now. Spending more time or creating more worry will just waste your valuable time and increase your stress levels. You've got this.

## *What to do now . . .*

A good decision is often the start of something, rather the end of something. Get clear on what needs to happen now by answering these thought-starters:

Now that I've decided to , the three things I need to do next to make the most of the decision are:



# If you checked **YES 6 or 7** times . . .

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You're on the right track. You may still have some work to do, but for the most part, you've created a solid foundation that will help you get that decision made and move forward.

## *What to do now . . .*

- ✓ Look at which items you checked NO above. What do they have in common?
- ✓ Are they about knowing what you want? Are they about getting motivated and taking action? Or are they about having people in your circle who support you and who you can talk to for ideas?

## **ANSWER THESE THOUGHT-STARTERS:**

The common theme I notice in the items where I answered NO on the checklist is:

The most important thing I need to do to turn a NO into a YES is:



# If you checked **YES** 5 times or less . . .

Congrats—you finally have answers as to why you’ve been stuck! That’s a positive discovery!

Most of us have never been taught to think like this, and so it’s natural to uncover places where you still have work to do. It’s a good thing you were smart enough to download this checklist now, huh? We’re so glad you’re here.

It’s time to dive deeper into your decision making process.

*What to do now . . .*

## ANSWER THESE THOUGHT-STARTERS:

What’s my biggest fear about making this decision?

If my biggest fear happens, the three things I’d do next are:

- ✓
- ✓
- ✓

What’s the best thing that could happen when I make this decision?

What am I willing to change or give up to make sure the best thing happens?

# A few final words from Coach Darcy . . .

If you're feeling overwhelmed by needing to make a big decision . . .take a breath.

You've got this.

It's natural to be overwhelmed, but it's easier than you think to overcome.

Because overwhelm isn't about having too much to do.

Overwhelm is not knowing what to do.



[www.RedCapeRevolution.com](http://www.RedCapeRevolution.com)

Our work at [RedCapeRevolution.com](http://RedCapeRevolution.com) focuses on helping you know what to do in your career, your business, and your day-to-day life at work.

Because when you know what to do, that red cape confidence returns. You feel like you're soaring through your work and life.

That's what I want for you.

With more than 20 years working with Fortune 500 companies under my belt, I personally coach and speak to leaders, their teams, and other high performing professionals worldwide at companies like The Coca-Cola Company, Microsoft, State Farm, and Aon.

Our clients are people who are:

- ✓ Weighing their next career decision (whether inside or outside their existing organization) and asking "what's next for me?"
- ✓ Wrestling through decisions tied to major change, whether positive (like fast business growth) or negative (such as team turnover or personal stress)
- ✓ Newly promoted or hired & needing to make productive decisions, fast
- ✓ Experienced in their technical subject but needing to decide how to grow their business acumen, communication presence or people leadership skills

I also teach webinars and online learning programs for organizations such as the Society of Actuaries (SOA) and International Association of Business Communicators (IABC), and of course, for our community at [RedCapeRevolution.com](http://RedCapeRevolution.com).

## So if you're asking what's next, we can help you find the answers you need.

To get started, you're invited to one of the free private coaching consultations I hold for members of my community each month.

After you accept your invitation and answer a few preliminary questions about what you're trying to decide, my team will work directly with you to schedule a 30-minute phone or Skype chat with me.

During our conversation, I'll dig in deeper and you'll walk away with insights to help you get clearer on what to do next.

I'll also recommend next steps, including other tools, coaching, or online programs that fit your needs, your budget, and your unique personality.



**GO TO [ASKDARCY.COM](http://ASKDARCY.COM) HERE & REQUEST YOUR INVITATION NOW.**

I look forward to helping you decide what's next. Until then, thanks for downloading this checklist and being part of our Red Cape Revolution community. I look forward to watching you soar!

Always,  
Darcy