Clarity Audit Template

Clarity Audit — Week of _____

Step 1: What's Here

List everything currently on your plate.

-
-
-
-

Step 2: What's Missing

Identify missing context, data, assumptions, or stakeholder input.

- Missing information:

- Missing stakeholder input:

- Assumptions to validate:

- Unknown variables:

Step 3: How This Was Created

Identify the systems or upstream processes generating your work.

- Source system/process:

- Upstream cause:

- Pattern contributing to workload:

- External pressures shaping this work:

Step 4: What Signals Matter

Focus on meaningful indicators.

Signal	Impact/Meaning
1.	
2.	
3.	
4.	

Step 5: What Noise Can Be Ignored

List distractions, low-impact inputs, and false urgency.

Noise Item	Ignore / Delegate / Defer

1.
   |

2. |

3. |

4. |

Step 6: What Story the Inputs Tell

Write a short narrative summarizing the week's meaning.

Narrative:

Step 7: Decisions to Consider

Identify the 1–3 decisions that matter most.

1.
2.
3.

Decision Confidence Roadmap Template

christopher lynn

Decision Confidence Worksheet

---

1. Decision Statement

Write the decision in one clear sentence.

Decision:

---

2. Constraints

Constraint	Notes
Time	
Budget	
Capacity	
Policies	
Stakeholder expectations	

Add additional constraints as needed.

---

3. Signals That Matter

Identify the 3–5 inputs that should drive the decision.

- Signal 1:

- Signal 2:

- Signal 3:

- Signal 4:

- Signal 5:

---

4. Options

Option	Pros	Risks	Reversibility (High/Low)
Option 1			
Option 2			
Option 3			

---

5. Highest-Leverage Action

The option that moves the most things forward at once.

Selected Action:

Why this action?

_____

_____

_____

6. Decision Narrative

- What decision was made:

- Why it was made:

- What signals drove it:

- What constraints shaped it:

- What happens next:

---

7. First 24-Hour Action

Action	Owner	Deadline

---

8. Review Date

Review scheduled for: _____

_____

Confidence Operating Model Worksheet

Confidence Operating Model — Daily/Weekly Reflection

Part 1: Know the Reality

What's true right now?

_____

_____

What's uncertain or missing?

_____

_____

What constraints exist today?

_____

_____

Part 2: Know the Story

What patterns am I seeing?

_____

_____

What assumptions exist?

_____

What system behavior is visible?

Part 3: Know the Decision

What decision must be made?

_____

What outcome matters most?

_____

What is the next step?

_____

_____

_____

Leadership Question Bank Template

Meeting Preparation & Debrief Worksheet

Meeting Details

- Meeting Name:

- Date:

- Primary Outcome Required:

Top 5 Questions to Ask

1.
2.
3.
4.
5.

Signals to Look For

(List patterns, numbers, stakeholder behaviors.)

-
-
-

Decisions I Need From This Meeting

1.
2.
3.

Follow-Up Actions

Action	Owner	Due Date

Weekly Leadership Blueprint Template

Weekly Leadership Blueprint

Monday Setup

Three Key Decisions:
 1.
 2.
 3.

Top Priorities:

-
-

Constraints for the Week:

-

Required Communications:

-

Midweek Check

What changed?

What friction appeared?

Friday Debrief

Wins:

-
-

Losses or breakdowns:

-

Patterns observed:

-

System improvements for next week:

-

System Builder Template

System Builder Worksheet — Turning Recurring Issues Into Systems

---

1. Define the Recurring Problem

---

2. Identify the Pattern

What is happening repeatedly?

---

3. Root Cause (5 Whys)

1. Why?

2. Why?

3. Why?

4. Why?

5. Why?

---

4. Minimum Steps to Fix

-
-
-

---

5. Guardrails

What must always be true for the system to work?

-
-
-

---

6. Maintenance Rhythm

(Daily / Weekly / Monthly)

---

7. Checklist

-
-
-

Leadership Decision Log Template

Leadership Decision Log

Use this to track decisions over time.

Date	Decision	Constraints	Signals Used	Chosen Action	Outcome	Lessons Learned

(Add rows as needed.)

The 24-Hour Action Plan Template

christopher lynn

24-Hour Action Plan

Decision Made:

Action Step (Must occur within 24 hours)

Owner: _____

 Deadline: _____

Expected Impact

Dependencies

-
-

Next Review Date