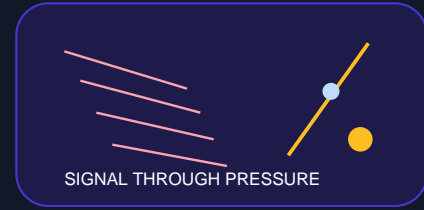


DECISION LOAD

# Decision Load Audit

A worksheet for sorting active decisions when the problem is not one decision, but too many open loops competing for attention.



## What this helps you see

- Which decisions are still open.
- Which decisions need closure, not more analysis.
- Which decisions can be deferred, delegated, or simplified.
- Where pressure is coming from accumulation.

## How to use it

- Use this before you act, reply, decide, or request guidance.
- Write enough to make the pressure visible. Do not force a perfect answer.
- Bring the notes into a Decision Clarity guidance request when you want support reading the situation.

## 1. Name the situation

List the active decisions, open loops, commitments, or unresolved choices currently taking attention.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. Check the state before the move

Hot - urgent, defensive, flooded, reactive

Warm - activated, but still reachable

Cool - regulated enough to sort the issue

Clear - grounded, specific, and able to choose

Cold - depleted, numb, shut down, or capacity is too low

### 3. Clarify the category

Decide now

Defer

Delegate

Delete

Needs more information

Needs repair

Needs boundary

Needs closure

### 4. Identify the pressure pattern

#### Load signals

- Everything feels equally important.
- Small choices feel expensive.
- The same loop keeps returning.
- Execution is slowed by open decisions.

#### Clean sorting moves

- Close one low-stakes loop.
- Name the owner.
- Set a decision date.
- Request a guided audit.

### 5. Choose the clean next move

What should not be done from this state?

\_\_\_\_\_

What is the smallest clean next move?

\_\_\_\_\_

First clean sentence, if a conversation or message is needed:

\_\_\_\_\_

#### Close the loop enough for now

What decision, conversation, repair, boundary, or request is ready for guidance? What can wait until capacity returns?

\_\_\_\_\_