

## TEAM CLARITY

# Team Decision Temperature Scan

A worksheet for teams when the same issue keeps circling, roles are unclear, or pressure is shaping timing, tone, and closure.

## Scope and safety note

This worksheet is for reflection and decision preparation. It does not diagnose, treat, advise legally, advise financially, assess danger, or replace specialized support. If safety, clinical, legal, medical, financial, workplace, or emergency risk is involved, pause here and seek the appropriate support. For workplace issues involving harassment, discrimination, retaliation, safety, employment law, compliance, or formal policy, use the appropriate organizational process rather than this worksheet alone.

## What this helps you see

- Which decision or conversation keeps returning.
- Where pressure is showing up in the team.
- Whether the issue belongs in a team discussion, leadership channel, HR, legal, compliance, or safety process.
- Who owns the next move.
- What the team may need to carry after the decision becomes active.
- What closure would look like for now.

## How to use it

Use this before a meeting, escalation, reply, role decision, or guidance request. Keep the notes behavioral and practical. Do not use this to label people.

The goal is not to solve the whole situation alone. The goal is to make the pressure visible enough to request cleaner guidance or choose one safe next move.

### 1. Name the situation: What team decision, conversation, project, or unresolved issue keeps returning without closure?

## 2. Check the state before the move

<b>Hot</b>	Urgent, defensive, flooded, reactive.
<b>Warm</b>	Activated, but still reachable.
<b>Cool</b>	Regulated enough to sort the issue.
<b>Clear</b>	Grounded, specific, and able to choose.
<b>Cold</b>	Depleted, numb, shut down, or capacity is too low.

### 3. Clarify the category

■ Decision owner unclear	■ Stakes unclear
■ Timeline pressure	■ Role confusion
■ Repeated meeting loop	■ Avoided conflict
■ Execution drag	■ Needs closure
■ Policy or HR channel needed	■ Legal or compliance sensitivity
■ Support needed before escalation	■ Not safe for informal handling

**Safety and scope gate: Is this safe and appropriate to address directly right now, or does it require support, delay, documentation, or specialized guidance?**

### 4. Identify the pressure pattern

**Team pressure signals**

- The same topic returns repeatedly.
- People leave with different assumptions.
- No one owns the next move.
- Urgency replaces clarity.
- People are solving different problems under the same label.
- The team has not named what the decision will require after approval.

**Pressure after the move: If this team decision became active tomorrow, what would the team be responsible for carrying, communicating, enforcing, or resourcing?**

### 5. Choose the clean next move

<b>What should not be done from this state?</b>	<b>What is the smallest clean next move?</b>
<b>First clean sentence, if a conversation or message is needed:</b>	<b>What is ready for guidance, and what can wait until capacity returns?</b>

**Clean next moves to consider**

- Name the decision owner.
- Clarify the category.
- Separate decision, discussion, and documentation.
- Define enough closure for now.
- Request a Team Decision Temperature Scan before escalation.

Close the loop enough for now. Name the decision, repair, boundary, request, pause, or guidance step that is clean enough to carry next.