

The Unshakeable Decision Framework

Two tools. Every decision. Keep this visible at your desk.

TOOL 1: THE THREE TYPES FRAMEWORK

Sort every decision before you spend energy on it.

TYPE 1	TYPE 2	TYPE 3
STRATEGIC	OPERATIONAL	MECHANICAL
Requires YOUR unique judgment or authority	Requires judgment, not YOUR specific judgment	Follows clear rules, patterns or data logic
YOU DECIDE	DELEGATE	AUTOMATE
60–70% of your decision energy	20–30% of your time (mostly delegated)	Approaching 0% of YOUR time
<ul style="list-style-type: none"> • Should we adopt AI? • Who leads the team? • Do we pivot strategy? 	<ul style="list-style-type: none"> • Which vendor advances? • How to schedule sprints? • Which bugs are priority? 	<ul style="list-style-type: none"> • Route support tickets • Approve standard expenses • Generate weekly reports

Quick Filter: Ask yourself — 'Could I write a rule for how to make this decision?' If YES → Type 3. 'Could someone else make this with the right context?' If YES → Type 2. Otherwise → Type 1.

TOOL 2: THE CLARITY FILTER FRAMEWORK

For every Type 1 Strategic decision — run these four questions. Takes 60 seconds.

<p>Q1</p> <p>What's the REAL question?</p> <p>Reframe from tactical to strategic</p>	<p>Q2</p> <p>What WON'T change?</p> <p>Your constraints are your guardrails</p>	<p>Q3</p> <p>What does this UNLOCK or BLOCK?</p> <p>Think second-order effects</p>	<p>Q4</p> <p>What would I decide with NO FEAR?</p> <p>Remove politics. Embrace clarity.</p>
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Remember: Decide FIRST using Q1–Q4. Then address fear and politics SECOND. Never let fear make the decision.

Decision Clarity Worksheet

Apply both frameworks to a real decision. Use one sheet per decision.

STEP 1: Define Your Decision

The decision I'm facing:

Why this decision matters:

Who is waiting for this decision and when:

STEP 2: Sort It — Which Type Is This?

- | | |
|------------------------|---|
| ■ TYPE 1 — STRATEGIC | I need to own this. It requires my unique judgment. |
| ■ TYPE 2 — OPERATIONAL | Someone else can make this with the right context. I should DELEGATE. |
| ■ TYPE 3 — MECHANICAL | This follows a rule or pattern. I should AUTOMATE or SYSTEMATISE. |

If Type 2 or 3: Who will you delegate or assign this to? _____

If Type 1: Continue to Step 3 below.

STEP 3: Apply the Clarity Filter (Type 1 Decisions Only)

Q1

What is the REAL question?

Strip away the surface question. What strategic choice is actually being made?

Q2

What WON'T change?

List 3–5 things that are fixed — constraints, values, non-negotiables. Be brutally honest.

Q3

What does this UNLOCK or BLOCK?

If I choose Option A, what becomes possible? What gets closed off? Repeat for Option B.

Q4

What would I decide if I had NO FEAR?

Remove politics, career risk, and pressure. What does clarity say?

STEP 4: My Decision

My decision (clear and specific):

The fear or political risk I'm now addressing SEPARATELY:

My first action to implement this decision:

Date I'll review the outcome:

Confidence Level: Low — I need more info Medium — Some uncertainty High — I'm clear, time to act