

# The Decision-Making Clarity Worksheet

## A One-Page Tool to Align Your Team and Build Trust Through Clear Decision Ownership

At 4Sight, we believe *clarity is the leader's greatest gift to their team.*

And when clarity breaks down, it often starts with decision-making:

- Who gets to make them?
- Who should be involved?
- Why do we keep circling back to the same issues?

If your team is unclear about how decisions are made, action stalls. Confusion breeds frustration, and trust erodes.

This worksheet helps you define decision authority, align your org structure with your strategy, and strengthen culture by reducing ambiguity.

This tool equips you to:

- Clarify who owns key decisions
- Align decisions with your values and structure
- Create consistency and confidence in your leadership

Because great cultures aren't built on charisma or chaos—they're built on clarity.

# 3 Ways to Improve Decision-Making and Build a Stronger Culture

## Step 1: Review the Decision-Making Landscape

*"Your team doesn't need to agree with every decision—but they do need to understand how it was made." — Jenni Catron*

Use these categories to guide team clarity:

- **Own It:** This person is responsible for making the final call
- **Shape It:** This person brings recommendations and gathers input
- **Speak Into It:** These voices are essential and must be heard before a decision is made
- **Stay Informed:** These individuals need visibility but not involvement

## Step 2: Audit Key Decisions

Start with 5–7 recent decisions that created confusion or misalignment. Ask:

- Was the decision clearly owned?
- Did our values guide the process?
- Was the org chart reflected in how the decision was made?

Decision Area	Own It	Shape It	Speak Into It	Stay Informed
2025 Budget Approval	CFO	VP Ops	CEO	Finance Team
New Product Launch	CPO	PM Lead	Sales	Support Team
Team Restructure	Exec. Dir.	HR Dir	Directors	All Staff
Elder Communication Plan	Lead Pastor	Exec. Pastor	Elders	All Staff

## Step 3: Communicate the “Why”

*"A clear decision is helpful. A clear decision with context is powerful." — Jenni Catron*

When rolling out decisions, use this script:

"To keep us aligned and moving forward, here's how we'll handle decisions like [example]: [Name] owns the decision. [Names] will shape or speak into it, and [others] will be informed. This ensures we act with both clarity and trust."

# BONUS

## 3 Signs You Need a Clarity Reset

1. Decisions are delayed or second-guessed
2. Team members hesitate to act without your input
3. You hear, "I didn't know who was responsible for that"

## Final Word

*"Clarity around decision-making is one of the most powerful ways you build trust—and unlock high performance." - Jenni Catron*

# CULTURE IS YOUR GREATEST ASSET— MAKE IT UNSTOPPABLE.

**IN TODAY'S COMPETITIVE LANDSCAPE, HAVING A STRONG CULTURE IS CRUCIAL TO YOUR SUCCESS AND YOU NEED A TRUSTED PLAN TO IMPLEMENT IT.**

The LeadCulture Framework™ is your comprehensive roadmap for assessing your culture, crafting a strategic plan, and equipping your team with a custom playbook for success.

## HERE'S HOW WE CAN HELP:

### LEADERSHIP

#### COACHING:

Cultivate strong, confident leaders.

### CULTURE

#### CONSULTING:

Build a high-performance culture that drives real results.

Let us partner with you to lead with clarity, empower your team, and transform your organization into an unstoppable force. Together, we can turn culture into your competitive advantage!

**DISCOVER HOW AT [WWW.GET4SIGHT.COM](http://WWW.GET4SIGHT.COM)**