DECISION INVENTORY

For two weeks, capture the unscheduled things that reach you. Classify each one before deciding what to do with it.

T = Task D = Decision I = Information

What reached me?	T / D / I	Who brought it?	Channel	Did it really need me?
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N
	☐ ☐ ☐			☐ Y ☐ N

After two weeks

Recurring decisions I saw more than once:

Information that interrupted me unnecessarily:

Things I called decisions that were really routine tasks:

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AUTHORITY MAP

Take the genuine decisions from your inventory and decide where authority should live.

For 'What's stopping this?' consider: Skill / Trust / Process / Information / Explicit Authority

Decision	Who decides now?	Who should decide?	What's stopping this?	Boundary / limit

Employee perspective

Five things I do best:

1.
2.
3.
4.
5.

What decisions should I be making that the owner still makes for me?

RETURN REVIEW

Use your interruption log, office-hours notes, and what you observed after returning to decide what should change next time.

A. What reached me while I was gone?

Issue	Office hours or interruption?	Did it need me?	What should happen next time?

B. What did NOT reach me?

Decisions that were made successfully without me:

Work that simply waited for me:

Work that did not happen - and nobody missed it:

C. What did I learn about the people?

A claimed strength that held up:

A strength I saw that was not on the original list:

Someone who showed especially good judgment:

Someone who needs more information, training, or authority:

The one or two things I will change before I leave again:

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CONTINUITY AUDIT

Identify the functions that are too dependent on one person - including you.

Critical function	Primary person	Backup	Instructions?	Access?	Risk if absent
			☐ Y ☐ N	☐ Y ☐ N	
			☐ Y ☐ N	☐ Y ☐ N	
			☐ Y ☐ N	☐ Y ☐ N	
			☐ Y ☐ N	☐ Y ☐ N	
			☐ Y ☐ N	☐ Y ☐ N	

Where are we most exposed?

Three functions currently dependent on one person:

1.
2.
3.

My own role

Five things I currently do that the business depends on me to do:

1.
2.
3.
4.
5.

Which of these actually require me?