THE CLARITY PRACTICE

C-A-S Decision Mapping Tool™

Your calendar is full of decisions that should not be yours.
This tool helps you map which decisions to keep, delegate, or eliminate.

STEP 1 ## CLARITY: LIST YOUR DECISIONS

Look at your calendar from the last 7 days. List every decision that landed on your desk: approvals, strategic calls, operational choices, escalations, anything requiring your judgment.

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Use additional sheet if you have more than 12.

STEP 2 ## ACCOUNTABILITY: CATEGORIZE EACH DECISION

Review each decision you listed. Which category does it belong in?

KEEP	DELEGATE	ELIMINATE
Requires YOUR specific judgment:	**Can be made by deputy or system:**	**Should not be a decision at all:**
• You have lived context no one else has • Cultural fluency matters • You carry stake in the outcome	• Clear criteria exist • Deputy has sufficient context • Risk is acceptable if they are wrong	• Can be automated or systematized • Low-value, repetitive choice • Should stop doing entirely
DECISION NUMBERS FROM STEP 1:	**DECISION NUMBERS FROM STEP 1:**	**DECISION NUMBERS FROM STEP 1:**

STEP 3 ## SUPPORT: DESIGN YOUR BOUNDARY

How will you hold this boundary once it is drawn? Define the rituals and criteria that keep decisions flowing correctly.

Weekly Decision Audit (15 minutes)
☐ What landed on my desk this week that should not have?
☐ What did I delegate that came back to me? Why?
☐ What is still unclear about who owns which decisions?

Escalation Criteria
When should a decision come to you?

Financial impact above: _____

Risk level: _____

Strategic significance: _____

Other: _____

Delegation Protocol
My deputies can decide autonomously when:
_____

They must consult me (but I do not approve) when:
_____

They must get my approval when:
_____

Need help mapping this? Book a Clarity Starter Session → **theclaritypractice.asia/lets-talk**