

DECISION CLARITY WORKSHEET

A practical self-coaching worksheet using NLP tools

Turn an unclear or overwhelming choice into a clear, well-formed decision.

How to use: Work through the questions slowly. Write what is true for you now—not what you think you *should* decide.

Name / Date

NLP tools used: Well-Formed Outcomes • Meta Model Questions • Values • Perceptual Positions • Submodalities • Anchoring • Future Pacing • Ecology Check • Chunking

1. Define the Decision

First separate the **decision** from the emotion, pressure, or story around it. A clear decision statement makes the rest of the worksheet easier.

What decision do I need to make?

By when do I need to decide?

What will this decision affect?

Decision statement: "I am deciding whether/how to _____ because _____."

2. NLP Well-Formed Outcome

Instead of focusing only on what you want to avoid, define the outcome you want to move toward. This helps create a more useful internal direction.

Complete each statement:

- What do I want instead of the current uncertainty?
- How will I know I have made the right decision for me?
- What will I see, hear, and feel when the decision is working well?
- What part of the outcome is within my control?
- What is the first evidence that I am moving in the right direction?

My well-formed outcome:

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3. Separate Facts from Interpretation

NLP Meta Model questioning can help you challenge vague, generalized, or assumed statements. Do not treat every thought as a fact.

What am I saying to myself about this decision?

Now ask:

- What specifically do I mean by that?
- How do I know this is true?
- Is this always true, or only sometimes?
- What evidence supports it? What evidence does not?
- What am I assuming?
- What important information might I be missing?

A more precise statement I can use:

4. Values & Criteria

Good decisions are not only about pros and cons. They are also about what matters to you. Identify the values and criteria that should guide the choice.

What is most important to me in this decision?

- ☐ Security / stability
- ☐ Growth / learning
- ☐ Freedom / flexibility
- ☐ Relationships / contribution
- ☐ Money / resources
- ☐ Meaning / purpose
- ☐ Time / lifestyle
- ☐ Other: _____

Rank my top 3 values/criteria:

For each top criterion: What would “good enough” or “excellent” look like in observable terms?

5. Compare the Options

List the realistic options—including “do nothing for now” when appropriate. Avoid forcing yourself into a false either/or.

Area	1	2	3	4	5	Notes
Option 1: _____	■	■	■	■	■	
Option 2: _____	■	■	■	■	■	
Option 3: _____	■	■	■	■	■	
Option 4 / Wait: _____	■	■	■	■	■	

What pattern do I notice from the ratings?

What is each option giving me?

6. Perceptual Positions

Step outside your first-person view. Imagine each perspective separately and notice what information becomes available.

Position 1 — Me: If I choose this option, what do I want, fear, value, and need?

Position 2 — Other people: How might the important people affected by this decision see it?

Position 3 — Observer: If I watched the whole situation neutrally, what would I notice?

What new information did these perspectives give me?

7. Check the Internal Experience

Sometimes an option feels “wrong” because of the mental picture, voice, or bodily response attached to it. Explore the experience before deciding what it means.

Think of Option A. Notice:

- What image or mental picture appears?
- Is it close/far, bright/dim, large/small?
- What internal voice or words appear?
- Where do I feel the response in my body?
- What happens to my breathing, posture, and energy?

Now think of Option B and repeat. What is different?

Important: A strong feeling is useful information, but it is not automatically proof that an option is objectively right or wrong.

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8. Resource State & Anchoring

Before making a major decision, access a state in which you are calm, confident, focused, or resourceful.

Choose a resource state I need: _____

Recall a real experience when I strongly felt this state. What did I see, hear, and feel?

As I reconnect with that experience, what posture, breathing, word, gesture, or touch can become my anchor?

Use the anchor, then ask: “What would I decide from this resourceful state?”

My answer:

9. Future Pace Each Option

Mentally step into the future and imagine living with each choice. Notice practical consequences, emotions, and new information.

Imagine 30 days after Option A.

- What has changed?
- What am I experiencing?
- What problems have appeared?
- What benefits have appeared?
- What would I wish I had considered?

Imagine 30 days after Option B.

- What has changed?
- What am I experiencing?
- What problems have appeared?
- What benefits have appeared?
- What would I wish I had considered?

10. Ecology Check

Before committing, check the wider system: your time, relationships, responsibilities, resources, and longer-term direction.

- Does this decision support my important values?
- What could I gain?
- What could I lose?
- Who else may be affected?
- What unintended consequence could occur?
- What responsibility or cost am I accepting?
- Does this fit my larger goals?
- What would need to be true for this choice to work well?

Ecology notes:

11. Chunk the Decision into Action

If the decision feels too big, chunk it down. You may not need to solve the entire future—you may only need to identify the next useful step.

Big decision:

What smaller questions must be answered first?

- What information do I need?
- Who do I need to speak with?
- What can I test or trial?
- What can I decide now?
- What can wait until later?

My next 3 steps:

First step + deadline:

12. Decision Summary & Commitment

Use this final page only after completing the earlier sections. Your goal is not perfect certainty; it is a clear, informed, values-aligned choice.

My decision:

Why this decision fits me:

The strongest evidence supporting it:

My first action:

What could make me reconsider?

I choose to move forward with the information available today, while remaining willing to learn and adjust when new evidence appears.

Reflection: Confidence in my decision (1–10): _____ Clarity (1–10): _____ Commitment to first action (1–10): _____

Note: This worksheet is a coaching/self-reflection tool. It does not replace professional financial, legal, medical, or other specialist advice when such advice is needed.

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