

Decision Free Zone Organizer

A Decision Free Zone is a proactive time out from making any non-essential decisions. The idea is to isolate the few decisions that are time sensitive and most pressing. All others are divided into the *Soon* or the *Later* categories.



Now

List action steps you feel are essential and need immediate attention. You can also note who you need to meet with to complete each item.

Action	Who	Date Completed

Soon

Action steps or items that are important to do soon, but do not have the same urgency as the *Now* items.

Action	Who	Date Completed

Later

List items and decisions that need to be postponed until you have more time to organize and plan. This may also include some items that would be nice to accomplish once your priority objectives have been achieved.

Action	Who	Date Completed