



northbeam

ideas you can use this week

You must be the change you wish to see in the world

— Mahatma Gandhi

The Decision Note A simple one-page tool to bring clarity before making big choices. Use it to map your Aim, the Factors in play, and the Courses Open to you. This framework has guided leaders from the boardroom to the battlefield.

AIM	What do I want to achieve? Define the clear purpose of this decision.
FACTORS	What are the key factors to consider? Risks, constraints, opportunities, timing, people involved.
COURSES OPEN	What are my options? List possible actions. Consider pros and cons for each.
DECISION	Which option will I choose and why? Note next steps and who needs to know.

Tip: Keep your Decision Note to one page. It forces clarity and saves time. Review it before acting – and keep it as a record to learn from later

I hope you enjoy the journey as much as I’ve enjoyed putting it together.

John Wozniak

Founder

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