

THE DECISION FREE ZONE WORKSHEET

A **Decision Free Zone** is a **pro-active 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

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

Action	Who	Date Completed

Soon List

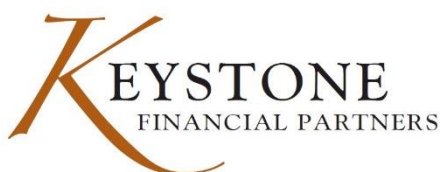
Action steps or items that are **important to do soon, but do not have the same urgency** as the Now List items.

Action	Who	Date Completed

Later List

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

Action	Who	Date Completed



Worksheet Provided by:
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