

Decision Free Zone Organizer

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.

Soon List

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

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 “Bliss List” items that would be nice to accomplish once your priorities are achieved.
