

Calm Decision Guide

[Start Here](#) | A 15-minute starting point

How to Make Big Decisions Without Panicking

You do not need to feel perfectly calm to think clearly. This guide helps you separate urgency from importance, compare realistic options, and identify what you need before choosing. It is a thinking tool, not a substitute for relevant professional advice.

01 Check The Real Deadline

Ask when a decision is actually required and what happens if you wait. If there is time, step away briefly before comparing options.

02 Separate Facts From Forecasts

Write what you know, what you are guessing, and what you need to find out. A feared outcome is a possibility to examine, not an established fact.

03 Compare Realistic Options

Include staying as you are, if it is a genuine option. For each choice, note its main benefit, tradeoff, and alignment with your most important value.

04 Choose The Next Decision Step

Can you decide now, gather one missing fact, or run a small reversible test? Set a review date so the question does not stay open indefinitely.

What This Could Look Like

Decision: accept a new role. Fact: the commute is longer. Guess: I will never have family time. Missing information: the actual flexibility. Next step: ask about the schedule before deciding.

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Your Reflection | Make It Personal

Type into the fields and save your copy. Short phrases are enough.

Name / Date

01 The Decision And Its Deadline

What choice am I making? When must I decide, and who set that deadline?

02 Facts, Guesses, And Missing Information

Label each item so I can see what needs checking.

03 My Realistic Options And Priorities

For each option: benefit, tradeoff, and value it supports. What matters most?

04 My Next Decision Step

What information, conversation, or reversible test will I complete? By when?

Choose one useful answer to carry into your next action.

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Put It Into Practice | One Useful Next Step

Before Choosing

Check the one assumption most likely to change your decision. Seek qualified help when the consequences require expertise.

When You Choose

Write why the option fits what you know now. Name the tradeoff you are accepting and the support you will need.

After Choosing

Schedule a review if the decision can be adjusted. Revisit when new information appears, rather than reopening it with every uncomfortable feeling.

Words To Make It Easier

"Given what I know, I am choosing ____ because _____. The tradeoff is _____. I will review this on _____."

A Common Snag

Searching for an option with no downside can keep you stuck. Compare workable tradeoffs, not a perfect future.

My First Step And Its Time

What will I do next, and when will I begin?

A thoughtful decision can include uncertainty.

Want Support With Your Next Step?

SharpenUp coaching helps you explore what matters, work through obstacles, and build small actions that fit your life.

Explore the 90-Day SharpenUp coaching program at sharpenupcoaching.com.