

# The clarity compass worksheet

A guided pause for direction & focus from the Emergent Strong Society

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## Introduction

When life gets busy or overwhelming, we often act on autopilot. The clarity compass is a guided worksheet designed to help you pause, reflect, and reset your internal compass so you can move forward with intention.

Use this worksheet when you're feeling:

- Pulled in too many directions
- Unsure of what matters most
- Burnt out from busyness

This is your chance to press pause and realign.

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## STEP 1: Mental debrief – clear the clutter

List everything currently occupying space in your mind (tasks, worries, ideas, unfinished conversations):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*"You can't navigate clearly if your dashboard is full of distractions."*

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## STEP 2: The clarity compass grid

Sort what you listed above into the four quadrants:

	URGENT	NOT URGENT
IMPORTANT	Actions that require immediate attention and align with your values.	Long-term goals, personal growth, meaningful connections.
NOT IMPORTANT	Distractions, timewasters, busywork.	Tasks you can delegate, delay, or let go of.

Use the grid below to place your items:

**Urgent + Important:**

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**Not Urgent + Important:**

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**Urgent + Not Important:**

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**Not Urgent + Not Important:**

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## STEP 3: Define your true north

**What matters most to you this week?**

(Think values, goals, or well-being priorities)

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- ---

**What will you say no to or let go of?**

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- ---

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#### **STEP 4: Action with intention**

Pick 1–3 actions to take this week that support your True North.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Set a reminder to revisit this worksheet in one week.

*Clarity isn't about doing more — it's about doing what matters.*

