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EDUCATIONAL LEADERSHIP CONSULTING

Training Today's Leaders for Tomorrow's Schools

C.A.L.M Decision-Making Strategy Worksheet

Use this tool to guide your thinking in high-pressure leadership situations.

Directions for Use

Use this worksheet when facing a challenging decision.

1. **Clarify** the issue by identifying what is actually happening.
2. **Align** the situation to your campus priorities, such as student outcomes, TEKS, or safety.
3. **Limit** your options to the 2–3 strongest choices.
4. **Make** the decision and move forward with confidence.
5. **Reflect** after the decision to improve future responses.

Clarify the Issue

What is actually happening? What are the facts (not assumptions)?

A **Align to Priorities**

How does this connect to student outcomes, TEKS, safety, or campus goals?

L **Limit the Options**

What are your best 2–3 options? What are the pros and cons of each?

M **Make the Decision and Move**

What decision will you make? What is your next action step?

Post-Decision Reflection

What went well?

What would you do differently next time?

What did you learn about your leadership?

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