

HAT, HAIRCUT, OR TATTOO?

Find out how much energy this decision deserves, identify your options, and calculate the risk.

Step 1 SORT IT

Most decisions are hats. We treat almost all of them like tattoos. Pick one.

☐ HAT

Wrong one for the outfit? Take it off. Nobody remembers. **Decide in ten minutes.**

☐ HAIRCUT

A bad one is annoying, and you live with it a while. But it grows out. **Decide this week. Tell someone why.**

☐ TATTOO

That one has staying power. **Slow down. Fill in the rest of this sheet.**

THE TEST – CAN THIS DECISION BE REVERSED?

☐ **Yes** Stop deliberating. Decide and move.

☐ **No** Keep going. This is where the time belongs.

Step 2 OUTLINE THE ISSUE

What is actually being decided, and by when?

Step 3 DROP THE "OR"

There are more than two options. Fill all four boxes before you rule anything out — the fourth one is where the **AND** usually hides.

OPTION ONE – THE OBVIOUS ONE

OPTION TWO – THE OTHER OBVIOUS ONE

OPTION THREE – HARDER TO SEE

OPTION FOUR – BOTH, OR NEITHER

WEIGH IT, THEN OWN IT.

Step 4 CRITICAL FACTORS

What genuinely affects this decision? Who is affected by it, and who has to say yes?

Step 5 WEIGH THE RISK

Two of these are the questions everybody asks. The third is the one people skip.

WHAT'S THE WORST THAT COULD
HAPPEN?

HOW WILL YOU MITIGATE IT?

WHAT'S THE RISK OF DOING NOTHING
AT ALL?

Step 6 DECIDE AND OWN IT

Final decision

Rationale — write down what you expect to happen. Future you will want the receipt.

Revisit on _____ — what actually happened?
