
CLARITY & COURAGE CHECKPOINT

Clarity & Courage

CHECKPOINT

A practical tool for leaders facing a decision.

Use this checkpoint before any significant decision. It takes five minutes. It will help you distinguish between chasing certainty (which keeps you stuck) and finding clarity (which frees you to act).

STEP ONE: PAUSE

- ☐ Have I stepped out of the noise long enough to think about this without distraction?
- ☐ Am I reacting to pressure, or responding to what the situation actually requires?
- ☐ What am I afraid of? Is that fear based on evidence or assumption?

What I notice when I pause:

STEP TWO: GET CLEAR

- ☐ Can I state in one sentence what this situation actually requires right now?
- ☐ Am I waiting for more information, or am I waiting for certainty that will never arrive?
- ☐ Do I know what matters most here, even if I do not know how it will turn out?
- ☐ If I had to advise someone else in this exact situation, what would I say?

My one-sentence clarity statement:

STEP THREE: ACT WITH COURAGE

- ☐ What is the next right step given what I know right now?
- ☐ What is the cost of waiting? What is being lost while I delay?
- ☐ Who needs to hear this decision and what do they need from me when I communicate it?
- ☐ What can I control in the execution, and what do I need to release?

The decision I am making and my next step:

PAUSE PRODUCES CLARITY. CLARITY REVEALS WHAT COURAGE REQUIRES. AND COURAGE WITHOUT CLARITY IS JUST RECKLESSNESS WITH A LEADERSHIP TITLE.

CERTAINTY SOUNDS LIKE

"We need more data before we move."
"What if we get this wrong?"
"Let's workshop it one more time."
"I'm not comfortable deciding yet."

CLARITY SOUNDS LIKE

"Here is what this situation requires."
"We do not have certainty, but we have enough."
"This is what matters most right now."
"Here is the next step and here is why."