Axis Success Partner – Leadership Clarity Map

This worksheet is designed for leaders facing decision fatigue or strategic overwhelm. It leverages proven project management methods such as affinity diagramming, impact-effort matrices, and decision scoring to help you organize priorities and identify high-impact actions.

Step 1: Brain Dump & Affinity Grouping

Start with a classic brainstorming technique. Use sticky notes or a digital whiteboard to list out all the current problems, tasks, decisions, or ideas taking up mental space. One idea per note. Once you've emptied your mind, begin grouping similar notes into categories like: Operations, Team, Customer Experience, Finance, Marketing, or Strategy.

Tip: Don't overthink this. Your goal is to externalize what's internal.

Step 2: Prioritize with an Impact-Effort Matrix

Take your grouped ideas and plot them on a 2x2 grid:
• High Impact, Low Effort → Quick Wins (Do these first)
• High Impact, High Effort → Strategic Projects (Plan these)
• Low Impact, Low Effort → Fillers (Batch these or delegate)
• Low Impact, High Effort → Time Wasters (Reconsider or eliminate)

Draw this matrix on a whiteboard or use a free template in tools like Miro, MURAL, or FigJam.

Step 3: Decision Matrix Scoring

For your top 5–10 items, create a simple scoring sheet in Excel or Google Sheets. Rate each item from 1 (low) to 5 (high) on the following:
• Time Required
• Cost (financial, resource, emotional)
• Impact (on business outcomes or team alignment)

Formula: Impact Score – (Time + Cost) = Priority Index

Sort your list by highest index score to identify high-leverage moves.

Step 4: Lock it in with Technology

Clarity without follow-through is just a nice thought. Use your phone to:
• Set calendar reminders for weekly check-ins
• Use voice memos to capture on-the-go ideas
• Snap a picture of your sticky note wall to revisit progress
• Use task apps like Todoist, Notion, or Apple Reminders to set nudges for your top 3 priorities

Final Thought

This process is meant to bring clarity—not complexity. You don't need to solve everything today. But you do need to know what to focus on next. That's what strategic leadership looks like.