

Your decision record: *four lines to write within a week.*

Tools record the outcome. This is the part only you can write, and the week after the decision is when you can still write it.

THE FOUR LINES

1	Situation	What happened that the plan didn't cover?
2	Options	What you could have done, including the one you rejected.
3	The call	What you chose, and why.
4	What happened	The result, rounded, and what you'd do differently.

STAYS WITH THEM

Client, colleague and company names

Their documents, decks and data

Anything confidential

GOES WITH YOU

Your own words

Rounded figures

The decision and the reason

AN EXAMPLE RECORD

SITUATION	Week of March 3. A client's product mix didn't fit the standard cutover plan.
OPTIONS	Move the client to a later wave, split the move over two weeks, or hold the date and fix the gaps afterward.
THE CALL	Chose the split, because a later wave missed the fixed date and holding it risked errors on day one.
WHAT HAPPENED	Moved on time; one follow-up question, which we'd flagged in advance.

General guidance, not legal advice. Your employment agreement or contract, and the policies you work under, govern what you keep.

SOURCE: "WHEN THE ORG CHART FLATTENS, WHAT HAPPENS TO YOUR STORY?" •
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