

**Decision Entry Template:**

1. Decision #:
2. Date:
3. Time:
4. Decision:
5. Mental/Physical State (**bold** applicable):
  - a. Energized                      Focused                      Relaxed
  - b. Confident                      Tired                      Accepting
  - c. Accommodating              Anxious                      Resigned
  - d. Frustrated                      Angry
6. The situation/context:
7. The problem or frame:
8. Alternatives that were seriously considered and not chosen were:
9. Explain the range of outcomes:
10. What I expect to happen:
11. What probability I estimate for this expected outcome:
12. Why I expect this to happen:
13. Review date (when I will know outcome):
14. Review reminder added to calendar: Yes / No
15. The outcome:
  - a. What happened:
  - b. What I learned:

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- a. What happened:
- b. What I learned: