



Where leadership growth meets operational excellence

WORKBOOK

From Busy to Clear

The Clarity to Action Workbook

**Most teams are not
short of effort.
They are short of
clarity.**

A practical reflection tool for leaders and teams who need to move from noise, pressure and repeated conversations into clearer ownership and action.

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Why this matters

Many teams and organisations are busy, capable and hardworking – but still feel stuck.

Repeated conversations, unclear ownership, firefighting and overwhelm can slowly reduce momentum and confidence.



Clarity creates movement.

The aim is not to solve everything today. The aim is to create enough clarity to take the next useful step.

The Clarity to Action Tool

1

What is REALLY happening?

2

What is the impact?

3

What is within our control?

4

What is the next useful step?

Use this workbook when:

- the same conversation keeps resurfacing
- ownership is unclear
- activity is high but progress feels slow
- you need a practical route into action

Start with what is true

Before action, pause long enough to separate fact from noise, assumption or avoidance.



1 What's REALLY happening?

- What are the facts?
- What patterns keep repeating?
- What conversations keep resurfacing?
- What might be avoided or unclear?

2 What's the impact?

- What is the operational impact?
- What is the emotional impact?
- What happens if nothing changes?

Move into action

The next step does not have to be perfect. It has to be useful, owned and possible.



3 What's within our control?

- What can we influence directly?
- Where can ownership increase?
- What small shifts are possible now?

4 What's the next useful step?

- What would make this 10% better?
- What is the next meaningful movement?
- Who needs to own it?

My next useful step

The one useful step I will take is:

Owner:

By when:

Need help moving your team from busy to clear?

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