Owner decision worksheet

Which decision still comes back to you?

Choose one decision, such as approving payroll. Use roles rather than private names.
Keep this worksheet privately. Record locations only, never passwords, account numbers, security codes, employee details, private links, or other sensitive identifiers.

1. Name one decision you currently handle

Be specific, for example: approve the weekly payroll before it is released.

2. Separate preparation from approval

Who prepares the work? Role, or unknown.

Who is authorized to approve? Role, or unknown.

Current approval authority is: ○ Known ○ Unknown

Knowing the task does not establish permission. If unsure, choose Unknown and verify.

Where can you check the approval requirements? Location or source, or unknown.

3. Locate the records needed for this decision

Examples: payroll checklist / Operations folder; approval policy / office records cabinet.

Record type only	Location only, or unknown

4. Choose one unresolved priority

What needs clarification? Example: verify who may approve payroll while I am away.

Use it now: check the source you named and clarify one gap with the appropriate person.
Keep unknowns visible; this worksheet does not authorize anyone to act.

A free, private starting point for your own use

Keep your completed copy with you. No completed notes or private records are requested back.
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