DAN JAHN

THE ICONIC LEADERSHIP COACH

# The Executive Clarity Matrix

A Tool to Quickly Reclaim Time, Reduce Friction, and Focus on What Deserves Your Leadership

## Who this is for:

If you're a senior leader, founder, or manager responsible for big outcomes—and your calendar, inbox, or mental load feels like it's constantly overflowing—this tool is for you.

The Strategic Focus Matrix helps you quickly assess what's actually worth your time, what can be delegated, and what no longer deserves space on your plate.

It's designed for leaders who are done spinning their wheels and ready to refocus on the work that truly moves the needle.

## Step 1: Map It Out

Grab a pen or open a doc and list out everything that's currently on your plate: tasks, decisions, priorities, and even mental clutter.

Then ask yourself two questions:

1. Is this high impact? (*Does it meaningfully move the needle?*)
2. Am I the only one who can truly do this? (*Or am I just holding onto it?*)

Use your answers to place each item into the matrix below.

## THE MATRIX:

| | Only I Can Do This | Someone Else Can Do It |
|---|---|---|
| High Impact | DO IT | DELEGATE IT |
| Low Impact | REFRAME OR SAY NO | DROP IT |

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## Step 2: Use These Prompts to Clarify

### DO IT (High Impact + Only You Can Do It)

- What's the very next step to move this forward?
- Can I simplify this without compromising the outcome?

### DELEGATE IT (High Impact + Not Uniquely Yours)

- Who has the capability (or potential) to take this on?
- What support would set them up to succeed?

### DROP IT (Low Impact + Not Yours Alone)

- Why is this still on my list?
- What if I just... didn't do this?

### REFRAME or SAY NO (Low Impact + Only You Can Do It)

- Why am I the one holding this?
- Is this tied to an expectation, a habit, or a fear?
- Can I reframe this to make it meaningful—or is it time to release it?

## Step 3: Take One Action Today

Choose one item from each quadrant and take a small, meaningful action. Delegate. Drop. Move it forward. Or give yourself permission to let it go.

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## Still feeling stretched?

This matrix is a starting point. If you're navigating too much with too little clarity, I help senior leaders cut through the clutter, strengthen decision-making, and stay focused on the work that drives results

These kinds of shifts aren't just about survival—they directly impact your performance, your team's momentum, and your ability to lead strategically.

If that sounds like the kind of support you need, let's talk:

**Book Your Free Consultation Now**

BOOK CALL


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