The Blind Spot

One situation.
A first look.
A useful next step.

Creating the conditions for better choices.

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PRINT WORKBOOK

A FREE SELF-CHECK | USE WITH OR WITHOUT AI

Start with one real situation

Separate what happened from what you are assuming. Find one question worth checking and a next step you can take. You do not need a fully formed decision to begin.

Begin without a final answer

You may feel unsure, tired of thinking about it, or pulled in different directions. You may also have good reasons to keep things as they are. You can begin without knowing the right answer.

Your route through the workbook

Name the situation (3) / Notice pressure (4) / Separate evidence and interpretation (5) / Check another possibility (6) / Choose a step (7) / Keep your summary (8) / Review and reuse (9) / Optional prompts (10).

A useful finish

A clearer account, one feasible next step, and a review point. A final decision is optional. An investigation or a deliberate pause can be useful when its purpose and review point are clear.

Use it your way

Write by hand in the response areas, or keep notes in your own document using the same headings. Short notes are enough. Use the matching fillable edition if you prefer typing directly into the workbook.

Pause and return

Real-world checks may require additional time. Record what is pending so you can resume at the same question. Use the PDF bookmarks or the Start Here link to find your place.

Optional AI, after your own thinking

The final page offers three review prompts and equivalent questions without AI. Keep your notes yourself. Omit confidential employer information and identifying details about others.

What needs your attention?

Choose a request, conversation, opportunity, or unresolved question. Make it specific enough to examine. Stay with this situation; note other concerns separately.

Illustrative example / A delayed reply
I sent a client proposal Monday. It is Thursday and there is no reply. We did not agree a reply date. My question: should I follow up, and what should I ask?

My situation or working question

Describe what happened and what is unresolved.

What would be useful to understand or move forward?

A question is enough. Do not force a choice.

Carry forward
One specific situation and a working question.

What feels urgent?

Notice the pressure without treating it as proof that immediate action is necessary. A deadline, a worry, and a responsibility may all matter in different ways.

Illustrative example
I keep checking my inbox and worry a follow-up will seem pushy. No reply date was agreed. I need to plan next week and keep a respectful working relationship.

What pressure am I noticing?

Include hopes, worries, expectations, or competing demands.

What needs protecting?

For example: income, time, an existing commitment, or a relationship.

Is there a real deadline?

Record its source and consequence. If unknown, say what needs checking.

When it feels overwhelming: choose the smallest question that would help. A limited next step is enough.

What do you know?

Evidence includes a message, date, agreed deadline, or specific observation you can check. Interpretation is the meaning you give it. It may be right, partly right, or wrong. Memories can be useful; label what you have not verified.

Illustrative example
Evidence: sent Monday; no reply by Thursday; no agreed response date. Interpretation: the client dislikes the proposal and is rejecting it. The delay alone does not establish the reason.

What I know / source or date

Use specific observations. Mark uncertain details.

What I am assuming

Include meanings, motives, or predicted outcomes.

Check: have I described someone else's intention as a fact? My concern is real; its explanation may still need checking.

What needs checking?

Consider another explanation that fits the evidence. You do not need a cheerful story to replace an alarming one. Choose a possibility worth checking.

Illustrative example
The client may be busy or awaiting internal review. Rejection remains possible. A useful check: did the proposal arrive, and when might it be reviewed?

Another explanation that fits what I know

Keep it labelled as a possibility.

The missing fact or question that matters most

What answer could change my response?

A practical way to check

Name a source, document, observation, or question. What if it remains unknown?

If no other explanation comes to mind: ask what you cannot yet know from the evidence available.

What can you do now?

Choose a step that fits the evidence, the stakes, and your available capacity. You can ask, check, act, or pause for a stated reason. Agreement and replies may be outside your control.

Illustrative example
Thursday at 2 PM: send a short follow-up about receipt and review timing. Complete when sent. Review Friday at 10 AM; if there is no reply, reassess next week's availability rather than promise time indefinitely.

My next step / why it helps

Would it remain useful if my interpretation were wrong?

When / any agreement or preparation needed

A specific date or scheduled moment.

What completion looks like within my control

For example: question sent, source checked, or conversation requested.

Review point / what I will do if nothing changes

Use a date, event, or clear trigger.

My first-look summary

Use brief notes or page references. This is your own working account; update it as evidence changes. You do not need to copy every exercise in full.

Situation / working question

What matters / any verified deadline

Evidence / source

Assumption / alternative / missing fact

Next step / when / completion sign

Review point / if no new information

What changed?

Use this page when the action or review point arrives. A completed step and a resolved situation are different things.

Illustrative example
The follow-up was sent. No answer yet. I know I asked clearly; I still do not know the client's intention. I will review my availability at the stated time. Silence has not become a confirmed rejection.

What actually happened?

Separate observation from your explanation.

What changed in my view / what remains unknown?

What is useful next / next review point?

A useful finish

You can describe one situation, separate evidence from assumption, and name a feasible next step and review point. If a question is still open, name it precisely.

Continue only if it helps

Use this self-check again when your first interpretation needs examining. Decision360 adds comparison of options, trade-offs, consequences, and a working plan when one decision needs more attention. This self-check is complete without a purchase.

Question your first account

Complete your own exercises first. Use one prompt for a specific purpose. Paste only the relevant notes; ChatGPT may not remember previous conversations. You remain responsible for your priorities and decision.

1 / Clarify

Review my situation, evidence, assumptions, and open question below. Identify vague language, contradictions, or unsupported claims. Separate my evidence from your inference. Ask up to two focused questions if material context is missing before personalised suggestions. Do not diagnose or praise automatically. [Paste notes.]

2 / Look beyond my first view

Examine whether another explanation fits my evidence. Offer possibilities to investigate, not invented facts or reassurance. Ask up to two questions if necessary context is missing before suggesting a check. Leave the choice with me. [Paste evidence, interpretation, circumstances, and question.]

3 / Check the next step

Review my action, boundaries, completion sign, and review point below. Distinguish what I can do from outcomes requiring others. Identify one missing practical detail or untested assumption. Ask for missing context before personalised suggestions. Do not predict success. [Paste plan and relevant circumstances.]

Without AI

What have I described too vaguely? What other explanation or option fits the evidence? What would make my next step feasible? Answer these yourself, then revise one part of your record.

Scope: practical reflection and planning, not a validated assessment or a substitute for qualified advice where the stakes require it. Do not delay urgent action to finish these pages.

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