Advice Decision Record

Record the suggestion accurately and the decision it concerns.

Thank the speaker for the relevant concern without promising a change you have not considered.

Hypothetical example: A parent receives a new schedule suggestion, agrees to check one handoff, and does not promise to change the family plan.

01 Listen without signing up

Record the suggestion accurately and the decision it concerns.

Advice offered

Decision affected

Speaker's information

Urgency actually stated

02 Check the information behind the answer

Check the speaker's information and your actual responsibility.

Your responsibility

Fact to verify

Person to consult

Existing commitment

Advice Decision Record / Review & follow-through

03 Find the part worth considering

Identify one useful fact or question to review.

Useful part

Unsuitable part

Response now

Review date

04 Respond without a false commitment

Give an honest response after the review.

Evidence checked

Decision made

Person informed

Promise avoided