

Rapid Decision Matrix

A simplified decision framework for fast-moving work.

What This Framework Is

Most decisions don't need extended analysis. They need a fast, consistent filter. This framework sorts decisions by how reversible they are and sets a hard time ceiling on deliberation, so effort spent deciding roughly matches what's actually at stake.

The Core Mechanism

- 1. Reversibility check.** Is this a decision you can undo cheaply if it's wrong (two-way door), or one that's costly or impossible to reverse (one-way door)? Two-way doors don't deserve long deliberation.
- 2. A time ceiling.** Set a maximum deliberation window before starting (minutes for small decisions, a capped number of days for bigger ones) so analysis has a hard stop.
- 3. A good-enough threshold.** Define what "good enough to move on" looks like before you start deciding, so the bar isn't quietly raised mid-analysis.

How to Apply This Week

1. For your next decision, name whether it's a one-way or two-way door first.
2. Set a time ceiling before you start weighing options.
3. Write down what "good enough" looks like in advance.

Where This Breaks Down

The matrix fails when the reversibility check gets skipped under time pressure and every decision gets the same rushed treatment, including the rare one-way-door decision that actually deserved the longer look. The speed this framework enables only stays safe if the one question (reversible or not?) is asked first, every time, rather than assumed based on how urgent something feels in the moment.

Simple Tracker

Decision	Reversible?	Time Ceiling	Outcome