

# Perfectionism Decision Matrix

*Stop Overthinking. Start Executing.*









 **Not everything needs to be perfect.**

Use this simple decision-making matrix to **assess where to put effort, what to finish quickly, and what to let go of**—so you can move forward with confidence.

## How to Use This Matrix

1. List out a few tasks you're stuck on.
2. Place each task into one of the four categories below.
3. Follow the action step for each category and get it done!

## The Decision Matrix


	 <b>HIGH Impact (Matters A Lot)</b>	 <b>LOW Impact (Doesn't Really Matter)</b>
 <b>HIGH Standards Needed</b> <i>(This actually requires quality)</i>	 <b>Do It Well</b> <i>Put in full effort—it's worth it.</i>	 <b>Delegate / Automate</b> <i>Make it easier—use templates, shortcuts, or ask for help.</i>
 <b>LOW Standards Needed</b> <i>(You're overthinking it!)</i>	 <b>Just Get It Done</b> <i>Finish it now—don't overcomplicate it.</i>	 <b>Let It Go</b> <i>Stop doing it—this isn't worth your time.</i>

## ◆ Examples

- ◆ **DO IT WELL** → Important client presentation, a job application, writing your book.
  - ◆ **JUST GET IT DONE** → Sending an email, cleaning up your workspace, formatting a report.
  - ◆ **DELEGATE / AUTOMATE** → Scheduling social media posts, data entry, grocery delivery.
  - ◆ **LET IT GO** → Unnecessary tasks, tweaking a project endlessly, stressing over minor details.
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## Next Step: Take Action!

- Step 1:** Pick a task that's holding you back.
  - Step 2:** Place it in the matrix above.
  - Step 3: Act accordingly**—either do it, simplify it, automate it, or drop it!
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 **Perfection isn't the goal—progress is.** Stop getting stuck in "**it has to be perfect**" and start moving forward today!

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## Need Help Breaking Out of Perfectionism?

 Check out <https://www.pozz.life/blog> for expert strategies on overcoming **executive dysfunction and overthinking**.