Purpose

The Clarity Mapping Template is used to assess what is clearly understood versus what is unclear or misaligned across four key areas: strategy, operations, performance metrics, and decision-making. This tool helps leadership teams identify blind spots, inconsistencies, and assumptions that may be limiting effectiveness.

How to Use This Tool

Use the table below to map clarity across your organization. In a workshop or leadership session, ask team members to independently fill in the table, then consolidate and discuss as a group.
Use these definitions:

- ☑ Clear: Widely understood and agreed upon across the organization
- ⚠ Unclear: Somewhat understood, but with questions, gaps, or inconsistent interpretations
- ✖ Misaligned: Actively misunderstood, inconsistent, or contradicts other areas

Clarity Mapping Table

Area of Focus	What is Clear (☑)	What is Unclear (⚠)	What is Misaligned (✖)
Strategy & Objectives			
Operational Priorities			
Performance Metrics & KPIs			
Decision Rights & Roles			

Discussion Prompts

After completing the table, discuss:

- Where are the biggest gaps between team members' responses?

- Which unclear or misaligned items are causing real business friction?

- What actions can be taken to create shared clarity?