



## Idea and Responsibility Review

A practical worksheet for evaluating whether an idea, opportunity, project, or new commitment has enough need, evidence, capacity, and structure to carry the next decision.

### **Luke 14:28, KJV**

*For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have sufficient to finish it?*

This worksheet is not designed to stop movement. It is designed to help you count the cost, examine the responsibility, and decide what should happen before more resources are committed.

## How to use this worksheet

Use this worksheet when you are considering a decision that will require time, money, energy, planning, or follow-through.

That may include creating an offer, launching a product or service, starting or expanding a business idea, accepting a partnership, planning an event, stepping into ministry work, or taking on a new commitment.

Before you say yes, invest money, announce it publicly, or add another responsibility to your life, use this review to examine what the decision will require. You will look at the need, evidence, timing, cost, capacity, structure, and follow-through connected to the decision.

This worksheet will not make the decision for you. It gives you a structured way to separate desire from evidence, identify what is still unclear, and decide whether the responsible action is to move forward, refine the idea, pause, release it, or get additional support before committing.

### This review will help you

Define the idea or responsibility in clear, practical language.

Identify what evidence supports the decision and what is still assumed.

Review the time, money, skill, support, systems, and communication required.

Name the risks that need to be managed, clarified, or paused.

Choose a decision category that fits the current facts.

## Before you begin

Readiness statement	Check
I am willing to name what is clear and what is not clear yet.	[ ]
I am willing to separate interest, pressure, or excitement from evidence.	[ ]
I am willing to review the time, cost, capacity, and responsibility required.	[ ]
I am willing to make a decision that fits the facts, even if the idea needs more preparation.	[ ]

## Section 1: Define the idea or responsibility clearly

A vague idea is difficult to evaluate. Before you review cost, timing, capacity, or risk, describe the decision in plain language. Name what would be built, offered, managed, accepted, changed, or decided.

This section should make the decision specific enough that another person could understand what you are considering without needing a long explanation.

Question	Your response
What are you considering?	
Who would this serve, affect, or require something from?	
What problem, need, responsibility, or opportunity does this address?	
Why is this being considered now?	
What decision are you trying to make?	

### Make the language concrete

Instead of writing "start a business," write "sell weekly prepared meals to working families in my local area."

Instead of writing "help people," write "create a monthly mentoring session for people rebuilding after job loss, divorce, business failure, or major transition."

Instead of writing "host an event," write "plan a one-day workshop for women who need practical tools for career direction and stewardship."

### Proverbs 24:27, KJV

*Prepare thy work without, and make it fit for thyself in the field; and afterwards build thine house.*

Preparation is not delay for the sake of delay. Preparation helps you see what must be ready before the responsibility grows.

## Section 2: Evidence and need check

Interest is not the same as evidence. The purpose of this section is to identify what supports the idea and what still needs confirmation. You are not trying to force a yes. You are trying to understand whether the need is clear enough to justify the next decision.

Evidence may come from repeated requests, observed problems, prior experience, research, customer behavior, community need, or a responsibility that can no longer stay unaddressed.

A compliment, a trend, or the fear of missing an opportunity may be worth noting, but those alone are not enough to carry the decision.

Evidence question	What do you know now?	What still needs to be confirmed?
What need, problem, or responsibility is this connected to?		
Who has shown interest, asked for this, or would be affected by it?		
What have you observed repeatedly that supports this idea?		
What experience, skill, or preparation supports your ability to do this?		
What assumption could be wrong if you move too quickly?		

Evidence level	Check	Notes
There is enough evidence to keep evaluating the idea.	<input type="checkbox"/>	
There is some evidence, but more confirmation is needed.	<input type="checkbox"/>	
The idea is mostly based on interest, desire, pressure, or assumption right now.	<input type="checkbox"/>	

### Section 3: Responsibility requirements

Every yes creates responsibility after the first decision is made. This section helps you identify what would be required to manage the idea, project, opportunity, or commitment after the announcement, launch, agreement, or initial excitement has passed.

The point is not to make the decision feel heavier than it is. The point is to see whether the responsibility has been defined clearly enough to be managed well.

Requirement area	What would this require?	What is currently missing or unclear?
Time		
Money, materials, or equipment		
Skill, knowledge, or training		
Systems, tools, or technology		
Communication or follow-up		
Support from other people		
Decision-making or leadership		
Consistency after the first step		

#### James 1:5, KJV

*If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him.*

Wisdom is needed not only for saying yes or no. Wisdom is also needed to understand what the responsibility will require once the decision is made.

## Section 4: Cost and capacity review

The cost of moving forward is not only financial. A decision may require time, focus, emotional capacity, family availability, consistency, or attention that is already committed elsewhere.

Use this section to compare the idea with your current capacity. A good idea may still need a better time, smaller starting point, clearer process, or additional support before it can be handled well.

Capacity area	Current reality	Impact if this moves forward now
Weekly time available		
Current obligations		
Financial margin		
Mental and emotional capacity		
Family or household responsibilities		
Existing work, ministry, or business commitments		

### Capacity conclusion

What does this review show about your current capacity?

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## Section 5: Resource and risk review

Before an idea, project, offer, or business responsibility moves forward, it needs more than interest or intention. It may require time, information, money, technology, people, space, process, communication, or a better way to track what is happening.

This section helps you identify what the work requires, what is missing, and what risk those gaps create if they remain unaddressed. The goal is not to discourage movement. The goal is to understand what must be addressed before the next decision is made.

Risk does not automatically mean stop from moving forward with your idea.

Risk means something needs to be understood before more time, money, energy, or responsibility is committed. Some risks can be managed with better information, clearer structure, stronger timing, funding, support, or a smaller starting point.

The issue is not whether risk exists. Most ideas, projects, offers, and business responsibilities carry some level of risk. The issue is whether the risk has been named and planned for, or whether it is being ignored because the idea feels exciting, urgent, or important.

Use this section to separate manageable risks from unclear or high risks. The goal is not to talk yourself out of building. The goal is to understand what must be addressed before the next decision is made.

Risk or concern	What could happen if ignored?	Manage, clarify, pause, or seek support?
Not enough time to execute consistently		
Costs are not clear yet		
Audience, customer, or need is not confirmed		
The process for delivery is unclear		
Support from others is assumed but not confirmed		
The decision would affect existing responsibilities		
The idea depends on information you do not have yet		

## Section 6: Decision filter

Use this filter to evaluate what the idea needs next. The score is not the decision by itself. It shows where the idea is ready, where it needs refinement, and where moving too quickly could create avoidable strain.

Score each factor from 1 to 5. A 3 does not mean the idea is wrong. It means the factor is mixed, unclear, or not ready to carry a decision without more information.

Score	Meaning	What it tells you
1	High concern	A major gap, risk, or lack of readiness needs attention before moving forward.
2	Some concern	The idea may still be possible, but there are noticeable gaps to address first.
3	Mixed or unclear	More information, confirmation, structure, or capacity review is needed before deciding.
4	Mostly ready	The idea appears workable, with minor issues to clarify or plan for.
5	Strong readiness	The need, capacity, timing, and structure appear strong enough for the next action.

Decision factor	Score 1 to 5	Notes
Clear need or purpose		
Clear audience, customer, user, or affected group		
Evidence that this is needed or worth building		
Time capacity to execute		
Financial capacity or cost understanding		
Skill or knowledge readiness		
Support, tools, or systems needed		
Risk level if ignored		
Fit with current responsibilities		
Timing		

## Section 7: Choose the decision category

After reviewing the idea, choose the decision category that best fits the facts. Do not force the decision into a simple yes or no if the review shows that the better answer is to refine, pause, release, or seek support first.

Decision category	Use this when...	What to do next
Move forward	The need is clear, the capacity is realistic, and the risks are manageable.	Define the first action, timeline, owner, and success measure.
Refine first	The idea is useful, but the audience, offer, process, cost, or structure needs more clarity.	Adjust the idea before committing more resources.
Pause	The timing, capacity, money, or support is not strong enough right now.	Name what must change before the idea is reviewed again.
Release	The idea no longer fits the purpose, capacity, responsibility, or evidence.	Let it go without treating release as failure.
Seek support	The decision involves risk, cost, responsibility, or complexity that should not be evaluated alone.	Ask for counsel, mentoring, professional input, or operational support before committing.

Decision summary	Your response
My decision category is:	
The main reason is:	
What must be addressed before the next action:	
What I will not ignore:	
The first responsible action is:	

## What this review shows

Use this page to bring the review together. The summary gives you a clear record of the idea, the need it is connected to, the responsibility it would create, and the decision that fits the current facts.

Summary field	Your notes
The idea, project, opportunity, or responsibility I reviewed:	
The need, problem, or purpose connected to it:	
The strongest evidence that supports it:	
The biggest gap or missing information:	
The responsibility this would create:	
The cost or capacity concern I need to account for:	
The risk that must be managed or clarified:	
The decision category I chose:	
The action I will take next:	

### Proverbs 16:3, KJV

*Commit thy works unto the LORD, and thy thoughts shall be established.*

Bring the decision to God, but also do the work of counting the cost, examining the responsibility, and preparing what needs structure.

A decision does not have to be rushed to be faithful. Some decisions need movement. Some need refinement. Some need structure first. Use the review to choose the action that fits the responsibility, not only the excitement of the idea.