

EMPLOYEES AND ENTREPRENEURS

Confusion Mapping

Review the material without trying to solve each issue immediately. When your understanding stops, record the exact term, instruction, step, rule, example, or concept. Explain what is unclear and choose the type of understanding that is missing. Continue until you have recorded every confusion that could affect your learning, task, work, or business decision.

YOUR INFORMATION

Name

Email address

Company or organization

Department or business area

Job title or role

Manager, trainer, or project lead

Industry

- ☐ Transportation
☐ Education
☐ Healthcare
☐ Other _____

- ☐ Retail
☐ Construction
☐ Technology

- ☐ Professional Services
☐ Hospitality
☐ Government or Nonprofit

Employee, manager, or business role

- ☐ Employee
☐ Supervisor or manager
☐ Other _____

- ☐ Business owner
☐ Entrepreneur or founder

- ☐ Independent contractor
☐ Student or trainee

OVERALL TOPIC AND SOURCE

What overall topic, task, process, or instruction are you reviewing?

What type of material are you reviewing?

- ☐ Work instruction or procedure
☐ Training course
☐ Policy or rule
☐ Other _____
- ☐ Manual or document
☐ Video or presentation
☐ Website or article
- ☐ Meeting or conversation
☐ Business task or decision

Source name, document title, or link

IMPORTANT NOTES



Need help naming your confusion?

Visit the Clarometry Field Guide: <https://clearmethodiq.com/clarometry-field-guide/>
If none of the choices fit, choose "Other" and name the confusion in your own way.

Continue on the Tool 4B continuation page if you have more confusion to record.

TOOL 4B · CONFUSION MAPPING

Confusion Entry 1

CONFUSION ENTRY 1

Entry number _____

I do not understand this:*Record the exact term, statement, instruction, step, rule, example, or business concept.*

Why is this confusing?*State what is missing, unclear, or difficult to connect.*

**Need help naming your confusion?**

Visit the Clarometry Field Guide: <https://clearmethodiq.com/clarometry-field-guide/>
If none of the choices fit, choose "Other" and name the confusion in your own way.

What type of confusion is this?

- | | |
|--|---|
| ☐ I do not know what this term, idea, or concept means. | ☐ I do not know how this part connects to the full process, project, or business goal. |
| ☐ I do not know how this works. | ☐ I do not know how important this is compared with the other parts. |
| ☐ I do not know its purpose or why it is used. | ☐ I do not know what this affects, changes, or leads to. |
| ☐ I do not know why this happens or what caused it. | ☐ I do not understand what the example is meant to show. |
| ☐ I do not know how to perform this step or task. | ☐ I do not have enough information to understand or act. |
| ☐ I do not know what happens next in the process. | ☐ The communication, explanation, or instructions are not clear to me. |
| ☐ I cannot picture how this works in practice. | |
| ☐ Other – I will name it myself. _____ | |

How important is this to the task, work, or business?

- | | |
|--|---|
| ☐ Critical – I cannot move forward safely or correctly | ☐ Helpful – understanding this would improve my work |
| ☐ Important – I can continue, but this must be resolved | ☐ Unsure |

TOOL 4B · CONFUSION MAPPING

Confusion Entry 2

CONFUSION ENTRY 2

Entry number _____

I do not understand this:*Record the exact term, statement, instruction, step, rule, example, or business concept.*

Why is this confusing?*State what is missing, unclear, or difficult to connect.*

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If none of the choices fit, choose "Other" and name the confusion in your own way.

What type of confusion is this?

- | | |
|--|---|
| ☐ I do not know what this term, idea, or concept means. | ☐ I do not know how this part connects to the full process, project, or business goal. |
| ☐ I do not know how this works. | ☐ I do not know how important this is compared with the other parts. |
| ☐ I do not know its purpose or why it is used. | ☐ I do not know what this affects, changes, or leads to. |
| ☐ I do not know why this happens or what caused it. | ☐ I do not understand what the example is meant to show. |
| ☐ I do not know how to perform this step or task. | ☐ I do not have enough information to understand or act. |
| ☐ I do not know what happens next in the process. | ☐ The communication, explanation, or instructions are not clear to me. |
| ☐ I cannot picture how this works in practice. | |
| ☐ Other – I will name it myself. _____ | |

How important is this to the task, work, or business?

- | | |
|--|---|
| ☐ Critical – I cannot move forward safely or correctly | ☐ Helpful – understanding this would improve my work |
| ☐ Important – I can continue, but this must be resolved | ☐ Unsure |

Continue on the Tool 4B continuation page if you have more confusion to record.

TOOL 4B – CONFUSION MAPPING

Continuation Page

Copy or print this page as many times as needed.

Name _____

Overall topic _____

CONFUSION ENTRY

Entry number _____

I do not understand this:

Record the exact term, statement, instruction, step, rule, example, or business concept.

Why is this confusing?

State what is missing, unclear, or difficult to connect.

**Need help naming your confusion?**

Visit the Clarometry Field Guide: <https://clearmethodiq.com/clarometry-field-guide/>
If none of the choices fit, choose "Other" and name the confusion in your own way.

What type of confusion is this?

- | | |
|--|---|
| ☐ I do not know what this term, idea, or concept means. | ☐ I do not know how this part connects to the full process, project, or business goal. |
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| ☐ I do not know why this happens or what caused it. | ☐ I do not understand what the example is meant to show. |
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| ☐ I do not know what happens next in the process. | ☐ The communication, explanation, or instructions are not clear to me. |
| ☐ I cannot picture how this works in practice. | |
| ☐ Other – I will name it myself. _____ | |

How important is this to the task, work, or business?

- | | |
|--|---|
| ☐ Critical – I cannot move forward safely or correctly | ☐ Helpful – understanding this would improve my work |
| ☐ Important – I can continue, but this must be resolved | ☐ Unsure |

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