

# EXECUTION EFFICIENCY & RISK DECISION MATRIX

A Strategic Assessment Tool for Restaurant Surprise Planners

*"Sincerity doesn't mean doing everything yourself. True sincerity is ensuring the surprise unfolds perfectly on the night, not encountering technical failures at critical moments."*

## Usage Guide

- 1. **List Tasks:** List all your execution tasks (e.g., video editing, seating chart design, buying props, etc.).
- 2. **Score Matrix:** For each task, score it in the matrix on page two (1-5 points).
- 3. **Define Strategy:** Based on the final score, decide your "delegation" strategy.

DESIGNED FOR PROFESSIONAL PLANNERS

FOCUS ON THE EXPERIENCE, NOT THE DETAILS.

Task Name	Dimension A	Dimension B	Dimension C	Total Score	Final Decision
	Technical Barrier				
	(1-5)	Time Cost (1-5)	Failure Impact (1-5)		
Example: Video Production	5 (No software)	4 (Overnight work)	5 (Black screen = disaster)	14	Must Outsource

### Dimension A: Technical Barrier

**1 point:** I have professional tools and can do it with my eyes closed.

**5 points:** I need to learn software from scratch and am uncertain if the output format is compatible.

### Dimension B: Time Cost

**1 point:** Takes me less than 30 minutes.

**5 points:** Takes more than 10 hours of my rest/work time.

### Dimension C: Failure Impact

**1 point:** No big deal if messed up, just a small decoration.

**5 points:** This is the core of the entire ceremony; failure turns surprise into awkwardness.

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## Zone 1: 3 - 7 Points [DIY Sincerity Zone]

- **Conclusion:** Extremely low risk, moderate difficulty.
- **Recommendation:** Do it yourself. This is a great opportunity to show your personal touch.
- **Typical Tasks:** Writing handwritten letters, selecting gift wrapping, preparing outfit for the evening.



## Zone 2: 8 - 11 Points [Caution Transition Zone]

- **Conclusion:** Execution risk exists and very time-consuming.
- **Recommendation:** Seek "semi-finished products" or professional templates.
- **Typical Tasks:** Finding background music, simple prop purchases, initial restaurant communication.



## Zone 3: 12 - 15 Points [Professional Outsourcing Zone]

- **Conclusion:** **EXTREMELY HIGH RISK!** Any negligence will cause the entire plan to collapse.
- **Recommendation:** Immediately delegate to professionals. Don't challenge someone's professional expertise with your amateur hobby.
- **Typical Tasks:** Industrial-grade seating chart design, multimedia video production, complex audio-visual-lighting coordination.

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