

OVERCOMING DECISION-MAKING OBSTACLES

This job aide provides guidelines to help you identify and address key decision-making obstacles. Applying these guidelines will improve your decision-making process and promote better outcomes.

Guidelines for Making Better Decisions for You and Your Team

1 Search for Clarity

- Research the details to understand all aspects of the issue
- Leverage problem solving skills, and get clarity on the root cause

2 Identify Internal Risk Tolerance

- Identify areas that would be impacted by your decision and determine if you are willing to take risks in those areas
- Discuss these areas with other stakeholders and gain concurrence

3 Maximize Impact

- Weigh the pros and cons
- Maintain focus on the big picture (mission)
- Evaluate how this decision aligns with your goals, values, and objectives

4 Consider All the Possibilities

- Seek advice and perspective from others, and consider if there are other options that would achieve the desired outcome
- Determine the potential consequences of the decision

5 Understand External Factors

- Identify any external factors that may alter, marginalize, or impact your decision options
- Be prepared to explain how you have accounted for these factors

6 Keep It Simple

- Plan how you will present the decision to your team and other stakeholders; make it easy to understand for all parties involved
- Be honest and genuine when explaining the “Why” behind the decision; this will increase consensus, buy-in, and support

Post-Mortem Review: Examination of events to take place after completion

- What went wrong? Does anything need to be fixed or adjusted?
- What went well? What should be repeated?
- What are the next steps or action items moving forward?