

Decision Making Process Use this Quick Reference to guide you through your decision making process.

1 ID Issue / Opportunity	What is the presenting issue or opportunity?	
	What is the goal or desired result?	
	Why is this important now?	
2 Gather Information	What information do you need to make this decision?	
	Who needs to be involved in the decision making?	
	What is the possible impact on your business?	
3 Analyse	What is the criteria for weighing the pro's and con's?	
	What is the most important thing to measure?	
4 Decide	Weigh the pro's and con's?	
	Which aligns the most closely with your desired results?	
5 Monitor	Review your last few decisions and consider how successful they have been.	
	Would you do anything differently?	
	Would something you have learned about past decision help you with this new on?	