

DECISION THINKING PRINCIPLES WORKSHEET

A COMPANION WORKSHEET TO *HARD DECISIONS MADE EASY* BY PAUL GORDON

MY PROBLEM:	NAME:
THE DECISION:	DATE:

PROCESS BEFORE CONTENT

Agree the process by which your decision will be made (PROCESS), before getting into making the decision itself (CONTENT). The process is the steps to making the decision, the content is the substance of the decision (such as the options)

ACTION

List the 5 major steps needed to get the decision.

- 1.
- 2.
- 3.
- 4.
- 5.

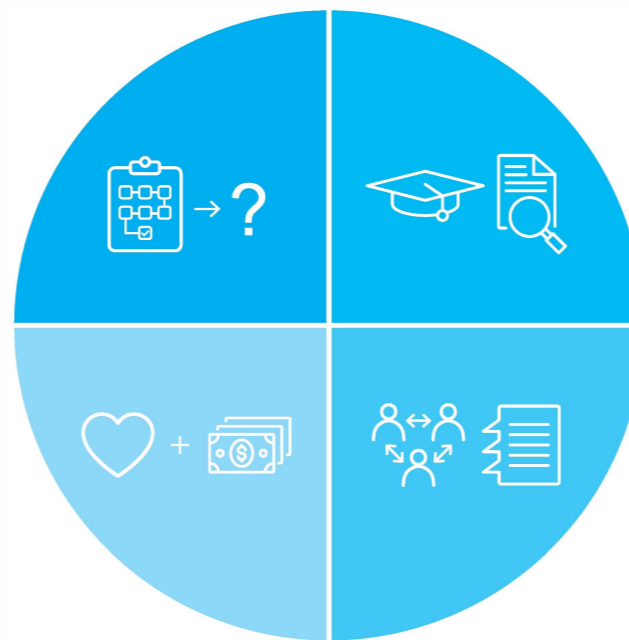
ACADEMIC RIGOUR

Ensure your decision process is based on academically rigorous techniques, especially if using any numbers (e.g. scoring) or data as part of the process.

ACTION

Identify and classify the data points you will gather.

DATA POINT	Use directly: is the value score	Represent via value scale: e.g. 0 to 10	Constraint: exclude options with this property



INTANGIBLE AND TANGIBLE VALUE

Get clear on all the different ways, both intangible ('soft') and tangible ('hard') that the decision provides value and make sure your decision process takes them all into account in a balanced way.

ACTION

List ways your decision provides value. Start with tangible, then keep looking. Think about level 3 and 4 stakeholders, what do they care about?

Intangible	Tangible

ACTIVE STAKEHOLDER PARTICIPATION

Plan practical ways to have the stakeholders of the decision (people impacted by the decision) participate in your decision process, such as by having them plan and agree the process or contribute to the scoring of options.

ACTION

List stakeholders, rank level of impact the decision will have on them 1 (minimal) to 4 (major). For level 4, identify how they can participate in each step.

Stakeholder	Impact (1-4)