Checklist – Top Tips: How to Improve Your Decision Making

"Decision is like a sharp knife that cuts straight and clean, indecision is a dull one that hacks and tears and leaves rough edges." **Graham Gordon**

Here are 8 ways to improve your decision making muscles:

1. **Establish a decision making process.** What types of decisions should be made by one person, and what types of decisions need a group.
2. Identify who else may need to be **involved.**
3. Invite **creative** people to the brainstorm meetings. Read this blog for an excellent process on how to brainstorm: https://bit.ly/35DQqbL
4. Create a broad range of **options**. Ask people to 'Imagine there are no boundaries to what we can do here.'.
5. Analyse the **pros and cons** of each option.
6. Use **synergy** to agree on the right option – listen to everyone, explore every option. Ensure conflict reducing techniques, such as voting to keep the peace, are not used.
7. Develop an **implementation** plan.
8. **Accept that decisions don't always go well.** Ask 'What did I/we learn?', and go back to your decision making process to see if there are gaps.

The Development Company is a leading edge training company, dedicated to enable people to be the best the best they can be. Decision making is a core skills of project management, managing our time effectively, and everyday management of the self, and others.

We design and deliver workshops and courses that get real results. We design courses to develop people in Time Management, Planning and Organising, Project Management and Managing Your Workload. We also have a pragmatic and interactive time management online course, available from £14.70 + VAT – contact us for a free licence to review if it is right for your people.

Contact us today – ask for Kay or Adrian.