

EXECUTIVE DECISION MAKING CHECKLIST

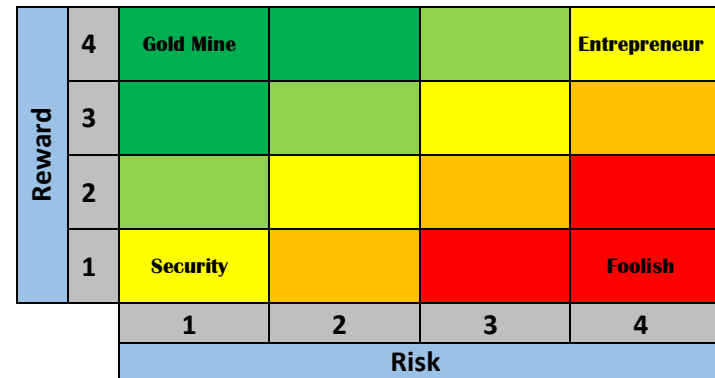
Decision Topic: _____

STEP 1: FRAMING THE ISSUE	
What are the core factors in this decision?	
1.	4.
2.	5.
3.	6.
What could I be unaware of in this situation? <i>(Develop Task List)</i>	
1.	4.
2.	5.
3.	6.
Opportunities?	Threats?
1.	1.
2.	2.
3.	3.
How does this align with our core mission, vision, values?	
1.	
2.	
3.	

STEP 2: GATHERING INTELLIGENCE ¹
Confirmation bias <i>(see what we already believe to be true)</i>
1.
2.
Frequency bias <i>(believer because of the frequency we hear or see it)</i>
1.
2.
Recency bias <i>(thing you've learned recently carries most weight)</i>
1.
2.
Negative bias <i>(negative emotional memories of similar situations, people clouding judgement)</i>
1.
2.
Attachment bias <i>(holding on to the status quo because you helped shape it)</i>
1.
2.
Framing trap <i>(misunderstand & misstate the problem, leading to irrelevant decision process)</i>
1.
2.
Halo effect <i>(assuming because team/org is successful in one area, will be successful in another)</i>
1.
2.

Stakeholders: _____

STEP 3: COMING TO CONCLUSIONS	
4 Questions to frame motivation²	
What do I want for me?	
What do I want for them?	
What do I want for the relationship?	
What do I want for the sake of the organization?	
Identifying & Weighing Risk-Reward³	
High Risk, Low Reward = Foolish	Risk Rating:
High Risk, High Reward = Entrepreneurial	
Low Risk, Low Reward = Security	Reward Rating:
Low Risk, High Reward = Gold Mine	



STEP 4: COMING TO CONCLUSIONS
What did I do well?
What did I learn in the process?
What will I do differently next time?
Who do I communicate this to?

¹Much of the bias content is taken from HBR's 10 Must Reads on Making Smart Decisions

²Much of these questions were adapted from Crucial Conversations

³Content attributed to StratOp process by Paternson center