

Practical Edge Training

Decision-Making Checklist

Use this checklist to make thoughtful, timely, and well-informed decisions.

Decision Information

Decision to be made: _____

Date: _____

Step 1: Define the Decision

What decision needs to be made?

Step 2: Gather the Facts

- ☐ I have the necessary information.
- ☐ I understand the situation.
- ☐ I verified important facts.

Additional notes:

Step 3: Seek Input

Who should I consult before deciding?

Step 4: Evaluate Options

Option 1: _____

Pros: _____

Cons: _____

Option 2: _____

Pros: _____

Cons: _____

Step 5: Consider the Impact

How will this decision affect:

- Employees _____
- Customers _____

- Operations _____
- Long-term goals _____

Step 6: Make the Decision

My decision:

Step 7: Communicate Clearly

Who needs to know?

How will I communicate it?

Step 8: Follow Up

Review date: _____

What results will I measure?

Final Decision Checklist

- ☐ I defined the problem clearly
- ☐ I gathered the facts
- ☐ I sought appropriate input
- ☐ I evaluated alternatives
- ☐ I considered the impact
- ☐ I communicated the decision
- ☐ I scheduled a follow-up