

# Decision Making *Checklist*

Make faster, stickier, and more inclusive decisions

## What it is

A simple checklist to ensure: decision ownership is clear, different perspectives are heard, and commitments are explicit

## Use cases

Save time and avoid endless decision loops

Ensure stakeholders feel included in and committed to group decisions

Integrate dissenting points of view

- ✓ **Define** the decision
- ✓ **Identify** who gets to make the decision – even if others disagree
- ✓ **Choose** a decision method that fits this type of decision
- ✓ **Identify** participants (no more than  $7\pm 2$  people)
- ✓ **Gather** input from diverse stakeholders who are not participating
- ✓ **Make** a starting proposal
- ✓ **Use** the selected decision method
- ✓ **Write down** and share the final decision
- ✓ **Set a time** in the future to evaluate the decision