

Decision-Making Checklist

Introduction

Making informed decisions can be challenging, especially when uncertainty and biases come into play. This checklist is designed to guide you through the decision-making process, helping you evaluate your situation thoughtfully.

Step 1: Situation Summary

Instructions: Write a brief summary of the situation you are facing (1-2 sentences).

Step 2: Checklist Questions

Awareness of Uncertainty

1. Identify Assumptions:

What assumptions am I making about this situation? Are they based on facts or feelings?

2. Confidence Level:

How confident am I in my assumptions? What evidence do I have to support them?

Consideration of Extreme Outcomes

3. Worst-Case Scenarios:

What are the potential worst-case outcomes, and how would they impact my goals or team?

4. High-Impact Events:

Are there rare but impactful events that I may be overlooking? How can I prepare for them?

Bias Reflection

5. Identify Personal Biases:

What personal biases might be influencing my perspective? Am I overly reliant on past experiences?

6. Challenge Assumptions:

How can I validate my assumptions? Who can provide a different perspective?

Decision Framework

7. Range of Outcomes:

Have I considered both positive and negative outcomes? What are their potential impacts?

8. Risk Mitigation Strategies:

What strategies can I implement to mitigate risks associated with less likely but high-impact outcomes?

Feedback and Reflection

9. Review Past Decisions:

How can I create a process to review past decisions and their outcomes? What lessons can I learn?

10. Involve Others:

Who can I consult for additional perspectives? How can I encourage open dialogue to challenge my views?

Balance and Perspective

11. **Check for Overgeneralisation:**

Am I stacking similar past events too broadly? How can I ensure each situation is evaluated on its own merits?

12. **Encourage Flexibility:**

Am I allowing room for uncertainty and different viewpoints? How can I stay open to new information?

Step 3: Compile Responses

Instructions: After answering the questions, summarise your insights. Include:

- Situation Summary
 - Identified Assumptions
 - Confidence Levels
 - Worst-Case Scenarios
 - High-Impact Events
 - Personal Biases
 - Range of Outcomes
 - Risk Mitigation Strategies
 - Review of Past Decisions
 - Consulted Perspectives
 - Checks for Overgeneralisation
 - Flexibility Considerations
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Conclusion

Using this checklist regularly can help you maintain balance and ensure thoughtful evaluations. By following these steps, you can make more informed and confident decisions.