Bob Mason
www.planleadexcel.com
rlm@planleadexcel.com

LOGICAL DECISION MAKING PROCESS

1. Define the Issue.

   - It's critical that you correctly identify the issue you so don't end up causing even more problems.

2. Define the time frame.

   - How much time do you really have to work on this issue?

3. Gather information

   - Get out where the issue is. See it for yourself.

   - Talk to the experts.

   - Ask questions and listen carefully to the answers

4. Develop alternatives.

   - Don't default to the first and most obvious answer.

   - Develop at least two different alternatives.

5. Discuss potential solutions.

   - Go back to the experts.

   - Listen some more.

   - Consider the possible consequences of the alternatives. What effects will they have on the organization and its people?

6. Step Back

   - Take a disinterested point of view.

   - Do your alternatives really address the issue?

7. Look at alternatives from another point of view

   - How will this decision affect others? Put yourself in their shoes.

Bob Mason
www.planleadexcel.com
rlm@planleadexcel.com

8. Put the issue aside.

   - Time permitting, but try to take a little time for this.

   - Lets your mind clear.

   - Return to the issue by reviewing steps 5 through 7.

9. Pick the best alternative and implement!

   - You've done the work and are better informed than ever.

10. Follow Up

   - Most missed step

   - Set a follow-up schedule

   - Learn from successes and mistakes

When you have to get the boss's OK.

1. Complete steps 1 – 8.

2. Tell the boss about the process and your results.

3. Suggest a solution with your justification.

This makes it easy for the boss and also makes it clear that you have a logical process and can be trusted to make intelligent, thoughtful decision.