



ROCK, PAPER SCISSORS ~ FINDING A DECISION-MAKING SYSTEM THAT WORKS FOR YOU

A 60-MINUTE WEBINAR

“Start with the end in mind.” Stephen Covey

I would like to improve my decision-making because:

There are **seven+ steps** involved in making effective decisions:

Step 1: _____ the problem or issue that requires a decision.

Step 2: Understand the _____ of the decision.

Step 3: What _____ might we come up against in making the decision?

- | | |
|--|---|
| <input type="checkbox"/> Time | <input type="checkbox"/> Equipment/facilities |
| <input type="checkbox"/> Money | <input type="checkbox"/> Technology |
| <input type="checkbox"/> People | <input type="checkbox"/> Other Resources |
| <input type="checkbox"/> Managerial skills | |

Step 4: Develop _____.

Step 5: Make sure we have the _____ information about ***each*** option.

Step 6: _____ the options.

Step 7: _____ the preferred option.

Step 7a: Track and analyze the _____ of the decision.

DECISION-MAKING SYSTEMS TO CONSIDER

1) Use a _____ approach, such as:

- o a **decision matrix** (example shown below):

Option	Difficulty of Implementation	Time Required	Potential Resistance	Cost of this option

www.LindasWorkshops.com

LINDA BRUNO

lfbruno@cfl.rr.com

1-352-237-8072

Online ~ 1.0 ~ Single ~ 09.18

- a **SWOT analysis** (strengths, weaknesses, opportunities and threats)
 - **S**trengths – internal
 - **W**eaknesses – internal
 - **O**pportunities – external
 - **T**hreats - external

- a **T-chart** with pros/cons or the best points about 2 options (example below):
 - If each alternative has many good points, analyze each by listing and analyzing the “negatives.”

Option #1

Advantages	Disadvantages

2) Use a _____ technique, such as:

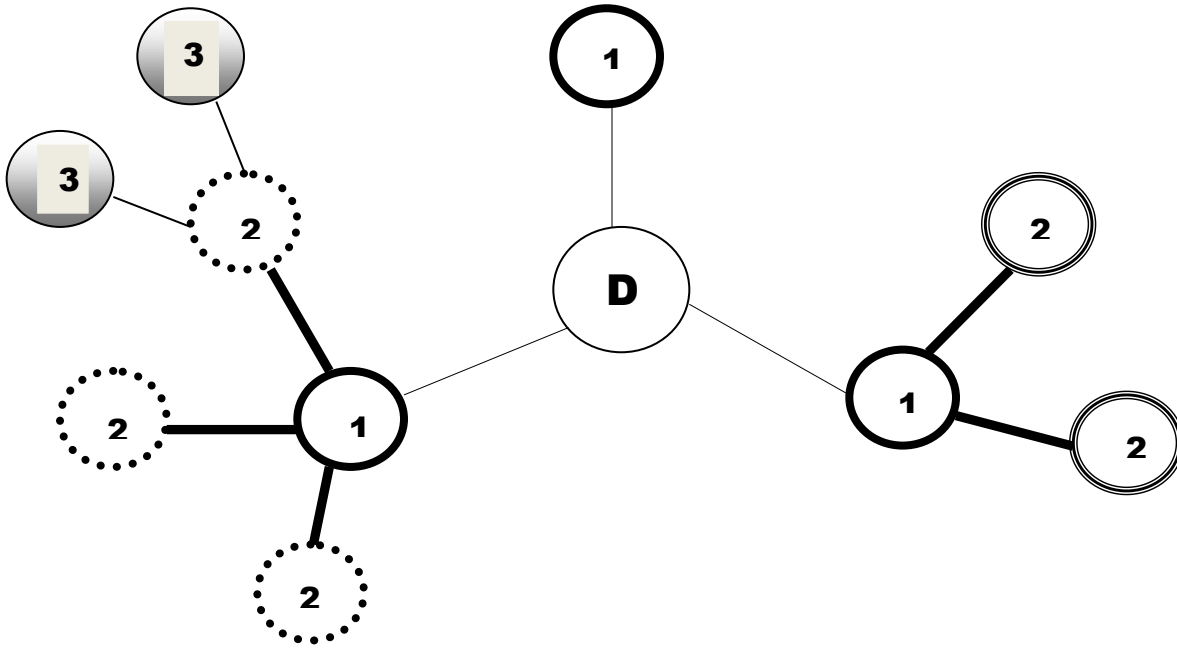
- a. _____
- b. _____
- c. _____ idea session with others:

- d. _____ **comparison**
 1. *Describe it* – in detail
 2. *Trace it* – history? How has it changed and why?
 3. *Map it* – What is it related to? Who/what is influenced by it? Who/what does it influence?
- e. _____ questions: Who? What? When? Where? Why? How?
- f. Change of _____ – what does it look like from someone else’s viewpoint? (Examples – from the patron’s viewpoint, from your staff’s viewpoint, etc.)
- g. _____ – each person writes an idea and passes to next person to build on.
- h. _____ – what if time, money, staff, were not an issue?

3) Get really _____!

a. _____

b. go in _____
(The Futures Wheel created by Jerome Glenn in 1972)



What decision am I currently considering?

Which step am I at? _____

Which technique can I use to make a more effective decision?

Where do I need to go from here?
