



Demystifying Decision Making

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Poll Question

How many decisions do you think you make in a day?



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5 TYPES OF DECISIONS

- 1 Major vs. Minor
- 2 Strategic vs. Routine
- 3 Programmed vs. Nonprogrammed
- 4 Organizational vs. Personal
- 5 Individual vs. Group



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Common Hurdles to Decision Making

Why is this so hard?

Lack of Context	Time Pressures	Biological State	Social Realities	Psychological Biases
<i>Decisions are tough with no vision, reference points, cues or precedents.</i>	<i>Today's environment places a premium on acting quickly and keeping pace.</i>	<i>Brain functions may be hindered while making a decision.</i>	<i>We can't ignore who we may need to involve or make happy.</i>	<i>We bring a lot of psychological baggage to the decision.</i>



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Improving Decision Making

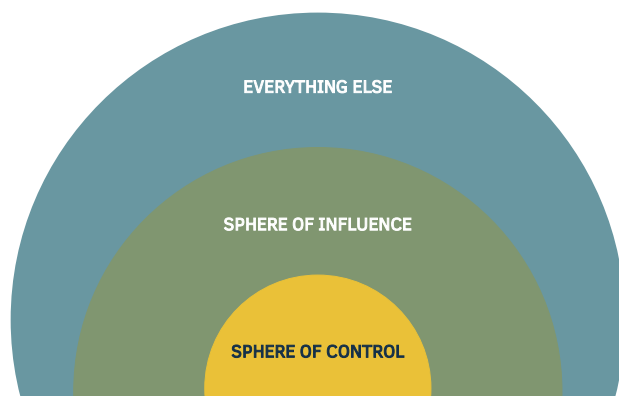


7 Steps to Effective Decision Making



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Sphere of Control



Key Things to Make Life Easier Clarifying Roles

- Do you have a vote or do you have a voice?
- Identify the decision. Identify the decision maker.
- Leverage RAPID

R	Recommend: Recommends an option
A	Agree: Must agree with the recommendations
P	Perform: Will implement the decision
I	Input: Provides input to the recommendations
D	Decide: The decision maker



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Key Things to Make Life Easier Meeting Management

- Use the agenda to help drive decision making
- Clearly state the purpose of the meeting
- Confirm that the meeting is needed
- Know your role in the meeting or ask
- Gain team commitment to:
 - Norms and expectations
 - Meeting outcomes



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Key Takeaways Deep Thoughts for Decision Making

- Reflect on the common hurdles.
- Follow the 7 steps to effective decision making.
- Review your sphere of control.
- Clarify roles using RAPID and manage meetings for improved ease.
- Just do it!



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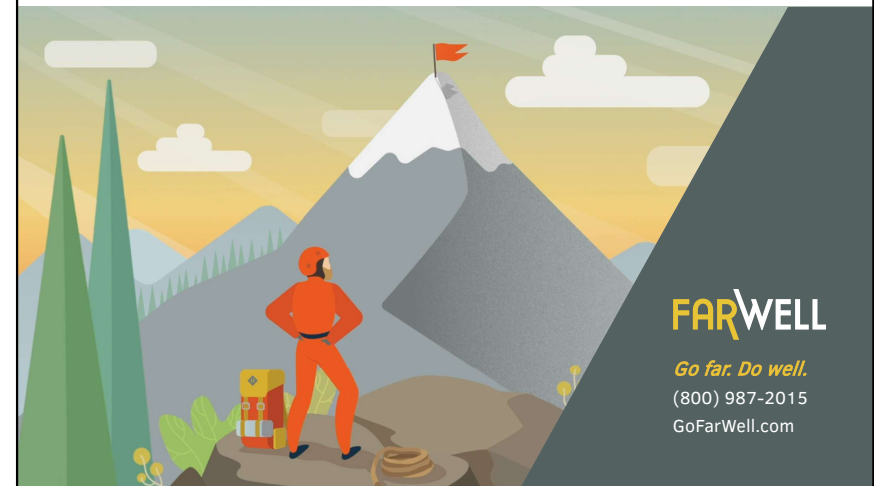
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