Effective decision making

#01

What do I need to be aware of?

We all have certain things we like doing more than others. The decisions you spend your time on should be driven by business impact, rather than personal preference i.e. enjoyment. Ensure objectivity wherever possible.

#02

What is most important to get right?

Focus your time and energy on the decisions that are consequential and irreversible, everything else is secondary to this.

#03

How should I start this?

Start by making a list of the decisions you shouldn't be making and defer, delegate or delete these to make space for the items that are of the highest significance.

#04

Where can it be hardest to get clarity and what should I do?

It's easy and can feel nice to be needed. This dependency isn't helpful for you, or your organisation. Be ruthless with the decisions you are and aren't involved in.

#05

How do I bring other people into this?

Look for opportunities to delegate decisions, giving people permission is empowering and will help them increase their effectiveness in decision making.

#06

Where is it common to get stuck?

Creating filters for decisions can be challenging.

It's helpful to create binary questions for others to qualify if the decision is in, or out, of your remit.

#07

How do I judge if this is successful?

You'll start to have greater awareness and discernment about the decisions you're taking on, and you'll be spending more time on fewer, more important decisions.

#08

If I want to learn more, where should I look?

Essentialism by Greg McKeown is helpful for creating focus and saying no to the things that matter less.

The Eisenhower matrix is a useful reference point, and Jeff Bezos talk about the importance of Type 1 & Type 2 decisions in shareholder letters.

Tips and Tricks Sheet