

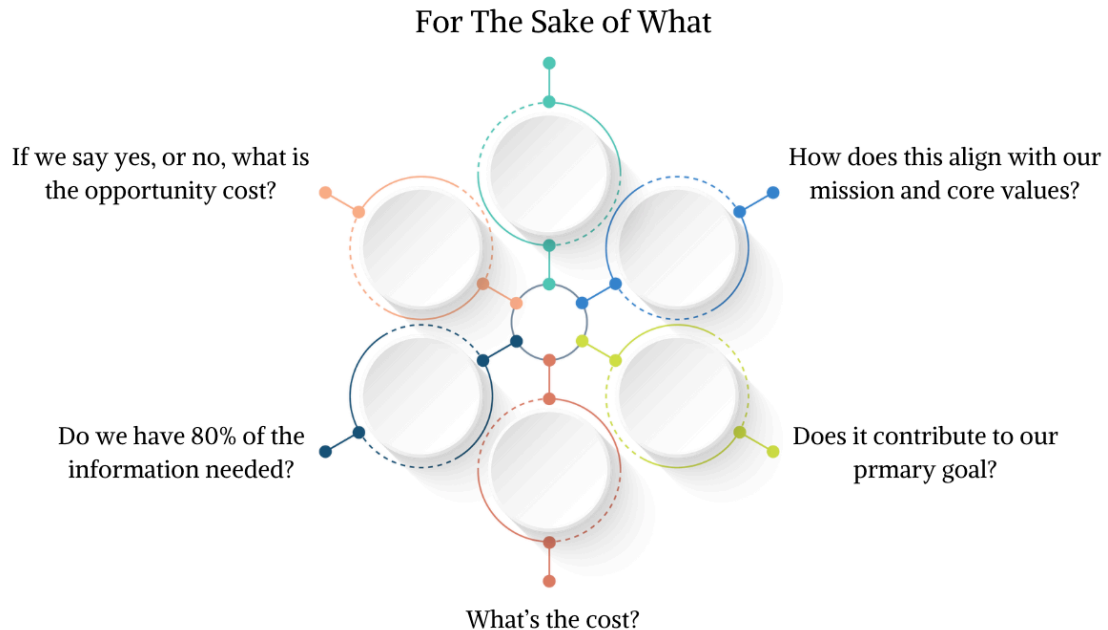
# LEAD WITH CONFIDENCE

DECISION MAKING



DOLAND WHITE

The following picture provides a brief overview of the five key components:



### **Process 1 - Determine your For the Sake of What (FTSOW)**

Before you convene a panel or schedule meetings, ask, **"For the Sake of What"** are you (we) making this decision? Asking this question **frames the decision** into a purpose-driven structure. The benefits of asking FTSOW include:

1. Clarify Purpose and Alignment
2. Focus on Impact
3. Higher Quality Decision

### **Process 2 - Alignment**

In this step, you ask, **"Does this decision align** with our mission and core values?"

Decisions that are not fully in alignment with the mission and values of your business create confusion and conflict.

**Process 3 - Contribution**

In this step, you ask, “**Does this decision contribute** to our most important goal?”

If your answer is “yes,” move to the next step.

However, not all decisions are fully aligned. If so, ask the following questions:

1. What’s our cost (people, time, and money)?
2. Is the ROI on the cost compelling enough to proceed?
3. Will this decision contribute to an even greater result (short or long-term)?

**Process 4 - Information**

**Do you have 80% of the information** required to make a decision?

To confirm your level of information:

1. Determine critical data points
2. Focus on relevance
3. List available information
4. Identify what’s missing
5. Consult your team
6. Make an informed judgment
7. Weigh the cost of waiting

**Process 5 - Cost**

In this step in the process, **ask two questions:**

1. If we say yes to this idea or this action, what is the opportunity cost?
  1. Break it down into **PEOPLE TIME AND MONEY**
2. What would we be saying **NO** to?
  1. You can’t do it all - answer the question “we can if ...?”

### The Anatomy of a Decision

Decision Name	Your Name and Today's Date
<b>Purpose:</b> What do we want to accomplish?	<b>Criteria:</b> What has to be true about the decisions outcome?
<b>Importance:</b> What's the biggest difference this decision will make?	<b>We Can If:</b> What will have to be delayed if we make this decision?
<b>Cost:</b> Rank costs on a scale of 1 to 5	<b>Alignment:</b> Mission and Core Value Alignment
People                      Time                      Money 1 2 3 4 5.                      1 2 3 4 5                      1 2 3 4 5	
<b>Best Result</b> of This Decision	<b>Worst Result</b> of This Decision?
<b>Document the Decision</b>	<b>Decided By</b>

This template is designed to provide a structured approach to decision-making, ensuring that all critical aspects are considered before finalizing a decision.

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