

# TIPS FOR BETTER DECISION-MAKING

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Making sound decisions is a skill set that needs to be developed like any other; the following are tips designed to help build confidence in the decision-making process.

Decisions range from simple and routine, to complex and highly consequential



Likewise, your decision-making process needs to also range from simple (gut instinct) to complex (sophisticated decision making process/matrix)

## Key Factors Impacting Decisions

Everyone will make great decisions when they have plenty of time and access to the information. But that rarely happens. More often we're faced with difficult decisions that are limited on time and/or information -- these limitations force us to make a decision based on assumptions of the unknowns.



### Time

<b>Prioritize Decisions</b>	Take time to make the big decisions (e.g. personnel), and delegate decisions to the lowest possible level
<b>Stephen Covey's Time Mgmt. Matrix</b>	Operate out of the "planning box" rather than the "crisis box" in Stephen Covey's time management matrix
<b>Kill Issues Dead</b>	Try to kill issues dead, even if more difficult, rather than opt for more expeditious decisions that don't ultimately solve the problem



### Information

<b>Scout Attitude</b>	Adopt a "scout attitude." Seek more input and information, rather than rely on personal knowledge. Replace assumptions with facts.
<b>Analyze Alternatives</b>	Analyze alternative Courses of Action, and choose the best course of action
<b>Delegate</b>	Delegate decisions to those who have the most knowledge

Internal biases and life experiences can cause "blind spots" that adversely affect the quality of our decisions. To combat this, the key is to increase the time you have to make decisions, increase the quality of the information you have, and reduce the impact of personal bias

[Link to Forbes Article - 6 Tips for Making Better Decisions](#)

## Confirmation Bias

- Seek alternative viewpoints
- Encourage openness in staff. Everyone in your organization should be free to express their opinion — up until the decision is made.