**BUSINESS DECISION-MAKING CHECKLIST**

|  |  |
| --- | --- |
| **SEVEN STEPS TO MAKING STRONG BUSINESS DECISIONS: YOUR CHECKLIST** |  |
| **1** | Identify the end goal and the need to make the decision. – Discuss the situation with stakeholders and managers. – Agree that a decision needs to be made. |  |
| **2** | Gather all relevant information. – Dispatch team members to do research on the problem and come up with options. – Learn what competitors are doing if relevant. – Organize learnings into different decision-scenario options. |  |
| **3** | Identify various alternatives – not necessarily every one, but every one that could work for this situation. – Eliminate ones that are inappropriate or unfeasible. – Ensure the company can accomplish all the alternatives (from a financial, legal, deadline, and resource perspective, etc.). |  |
| **4** | Come together with your small team to compare all the evidence of all the alternatives, all the pros and cons. |  |
| **5** | Choose the decision. |  |
| **6** | Execute the decision. |  |
| **7** | Evaluate the decision after the fact. – Adjust the process in the aftermath as necessary for optimum results. – Capture the information for the decision-making process for the rest of the company and for future, similar needs. – Re-evaluate as necessary. |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |