



Decision Making for Leaders



As a leader, you're ultimately responsible for decisions made by those on your "team." The next time you're the leader in a decision-making process, follow these steps:

- 1.** Identify all the available options.
- 2.** Ask group members for further options.
- 3.** Encourage a thorough discussion of the options.
- 4.** Test each option against the situation. (Ask "What if...?")
- 5.** Assign responsibility for taking action based on a decision.
- 6.** Develop a means for measuring the effectiveness of the decision.
- 7.** Make a decision, based on group input and your own best judgment.