HOW TO SOLVE ANALYSIS

paralysis

BY IMPLEMENTING A DECISION-MAKING PROCESS THAT WORKS

THE IMPACT OF POOR DECISION
making

Poor decision making impacts our business and our stress levels. Analysis paralysis leads to missed opportunities and reduced agility in responding to market changes. Inability to make timely choices affects our team's morale, and innovation may be stifled as creativity takes a back seat to indecision.

In this guide we'll share three tools we use to make our decisions and remain agile.

"Whenever you see a successful business, someone once made a courageous decision."

~ Peter F Drucker

1. THE DECISION-MAKING GRID

This grid provides a structured approach to decision-making while still allowing room for creativity and flexibility.

1. Define the Objective: Clearly articulate the objective of the decision. What problem are you trying to solve or what goal are you trying to achieve? This step helps provide focus and ensures that everyone involved is on the same page.

2. Identify Options: Brainstorm and generate a range of potential options or solutions. Encourage creativity and diverse perspectives during this stage to ensure a comprehensive list of choices.

3. Evaluate Options: Assess each option based on the criteria that are most important for the decision. Consider factors such as cost, feasibility, potential risks, alignment with objectives, and impact on stakeholders.

4. Make the Decision: Based on the evaluation, choose the option that best aligns with the defined objective and criteria. Trust the data and analysis, and avoid getting stuck in endless deliberations.

OBJECTIVE	OPTIONS

EVALUATION	DECISION
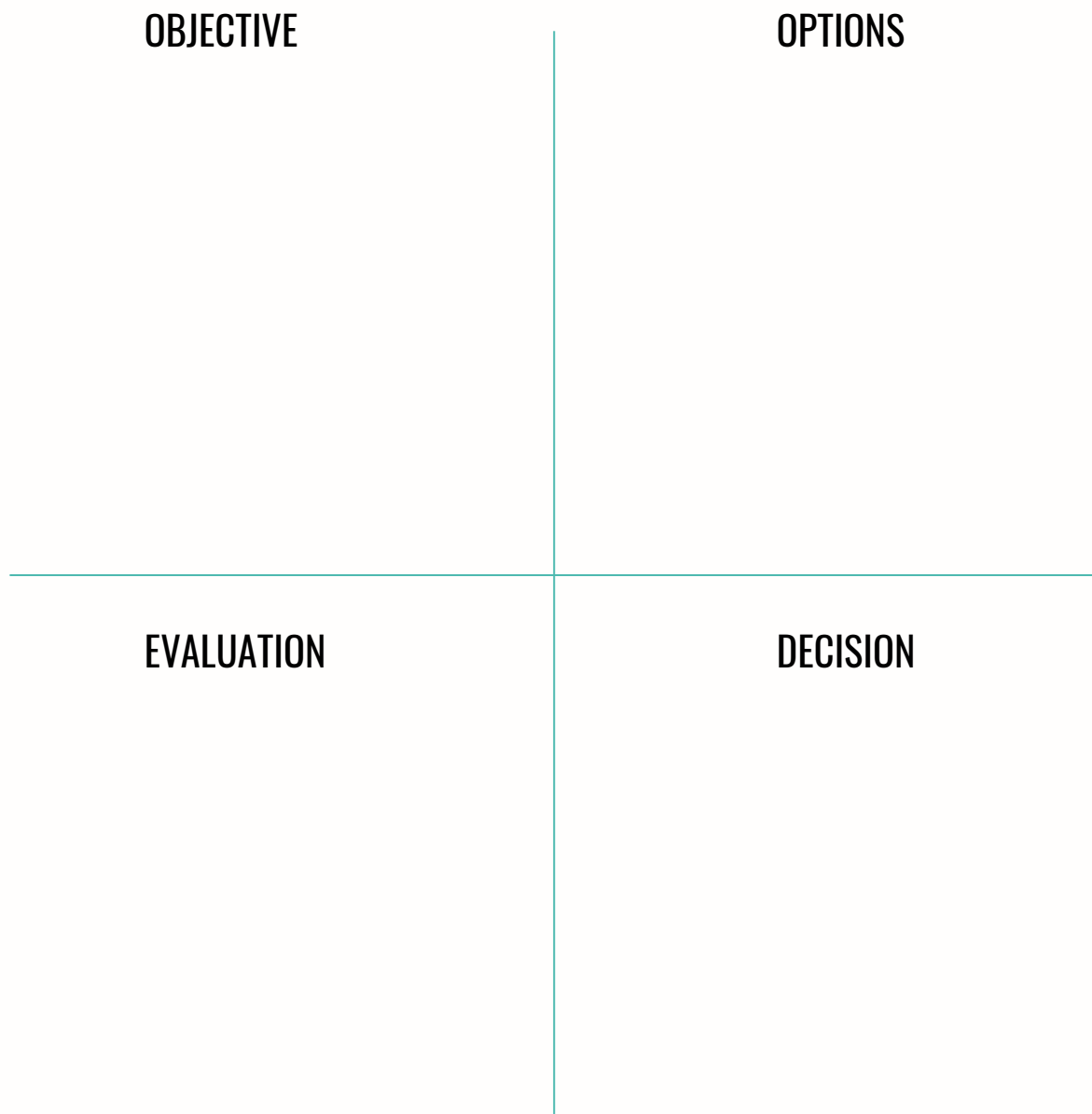
NEXT STEPS

- Implement the Decision: Develop an action plan for implementing the chosen option. Assign responsibilities, set timelines, and allocate resources accordingly.
- Monitor and Adjust: Keep a close eye on the outcomes of the decision. Monitor key performance indicators and be ready to adjust the plan if necessary. Learn from the results to inform future decisions.
- Communicate Effectively: Throughout the process, communicate the decision, rationale, and implementation plan clearly and transparently to all relevant stakeholders. Good communication ensures everyone is on board and understands their role.

2.

TRELLO BOARDS

Trello has a Decision Making template you can set up in minutes! Simply click here to get started.
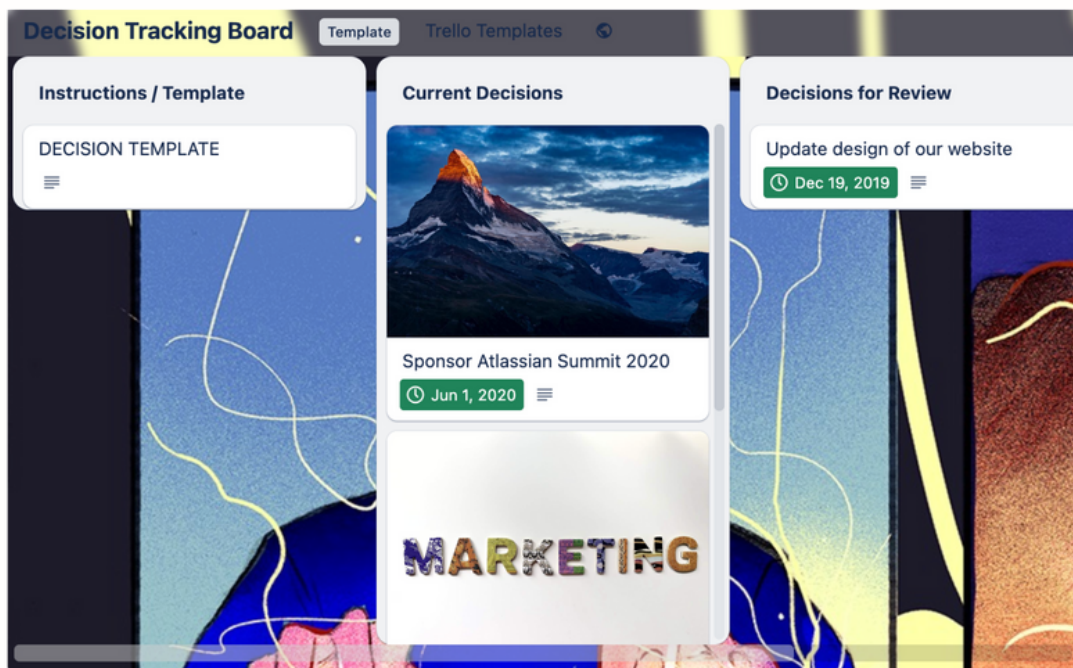
Here's how Trello can help (we asked ChatGPT!):

1. Visual representation: Trello uses a Kanban board approach, allowing users to create lists (columns) representing different stages of a project or decision-making process. Each task or decision is represented as a card within these lists, making it easy to visualise the overall progress and status.

2. Task prioritisation: Create a "To-Do," "Doing," and "Done" column or customise the board to fit your decision-making process. This structure helps prioritise tasks and decisions and ensures that the most critical items are focused on first.

3. Collaboration and communication: Trello supports real-time collaboration, making it easy for your team to comment on cards, add attachments, and provide updates. This feature encourages open discussions and enables stakeholders to contribute their insights, which can be particularly helpful in resolving analysis paralysis.

4. Due dates and reminders: Set due dates for decisions, assign team members responsible for specific tasks, and receive reminders for approaching deadlines. This feature ensures that decisions are made within a reasonable timeframe, avoiding unnecessary delays caused by over-analysis.

5. Labels and categories: Add labels to cards, which can help categorise tasks or decisions based on different criteria. This feature can assist with organising and classifying decisions, making it easier to prioritise and tackle them.

6. Integrations: Trello integrates with various third-party tools, such as Google Drive, Dropbox, and Slack. These integrations can enhance collaboration and streamline the decision-making process by centralising relevant information and communication.

7. Voting power-ups: Trello offers various power-ups (additional features) that can be integrated into boards. One useful power-up for decision-making is the Voting power-up, which allows team members to vote on specific cards, helping to gauge the consensus on a particular decision.

3.
I.D.S. [IDENTIFY DISCUSS SOLVE]

Our primary tool (we saved the best till last) is an EOS favourite we use weekly in our Level 10 leadership meetings.

LEARN HOW TO I.D.S. >>

Click here for a 2 minute introduction to I.D.S.