

**colart**  
**WANTS YOU**



**TO MAKE**  
**DECISIONS**

**01**  
**identify**



if it is simple, just  
make the decision

**02**  
**consider**



any others impacted or  
with specialist  
knowledge

**03**  
**analyse**



collect information and  
data to develop  
options

**06**  
**reflect**



measure the success.  
If your choice is failing,  
be brave and act.

**05**  
**decision**



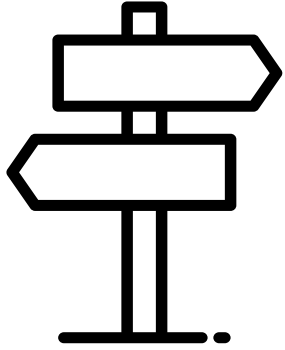
make the decision

**04**  
**evaluate**



weigh up opportunities  
and threats

# 01 identify



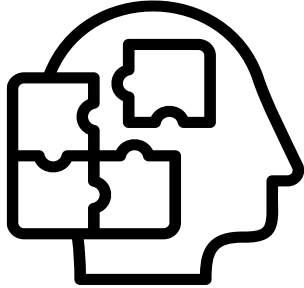
Is the decision needed and the expected outcomes clear?

If it's simple, **just make the decision**

1. Spend time to understand your decision goal.
2. What problem you are trying to solve or what opportunity are you seeking. What should be **different after the decision has been made.**
3. Identify the key criteria or factors crucial for making your decision and the factors determining success. These criteria should **directly relate to your goal**, help you evaluate your options and measure whether your decision was right.
4. Ask enough questions to ensure the decision gives the result needed. Address not only the immediate issue but **uncover any deeper underlying problems** that may exist.

# 02

## consider



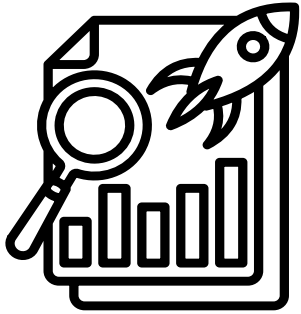
Are there stakeholders to your decision (either involved or impacted?)

Can other stakeholders support you with specialist knowledge?

If decisions have impact or require collaboration cross-functionally, then identify **who the stakeholders** are by using the following questions: -

1. Who is **impacted** by the decision or the situation requiring a decision?
2. Who has **specialist** knowledge who can help with making the decision?
3. Who has a day-to-day role that is **relevant** to the decision?

# 03 analyse



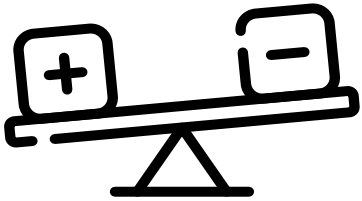
Do you have all the information and data needed to develop your options for action?

Collect information and data relevant to understand the situation better. This may involve:

1. Research
2. discussions with others,
3. or data analysis.

If the analysis and data collected answers **at least 80%** of your questions, then **stop**. This should be enough to evaluate options.

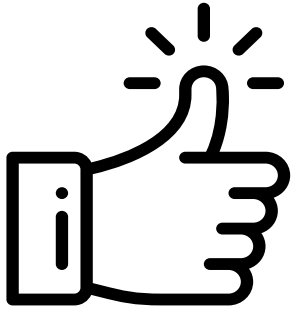
# 04 evaluate



Do you have options based on opportunities and the risks?

1. Brainstorm a list of possible options for your decision that deliver on your goal.
2. Be creative and consider various alternatives, including the obvious. Assess each option against the criteria you defined in step 1 and choose the decision **option that best aligns**.
3. Be brave and trust your judgment – **a decision is better than no decision at all**. Remember that the complexity, importance and impact of the decision may require either:-
  - Authority from a level above subject to the complexity level or financial consequences of the decision
  - Various iterations involving the input of others in the process considering how their perspectives can enhance the quality of your decision-making.

# 05 decision

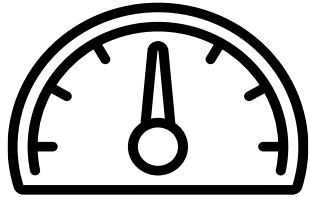


**make the decision**

1. Do what is **necessary to make you decision happen**.
2. Consider **creating a plan** to put your decision into action.
3. The plan can include:
  - setting deadlines,
  - assigning tasks,
  - or creating a timeline.
4. Ensure you act. **Do not leave it to others** to make the decision.

# 06

## reflect



Can you measure the success of your decision, refine and learn?

If your choice is failing, be brave and act.

1. Keep track of the decision implementation and monitor the outcomes of your decision.
2. Analyse **what worked well** and what didn't.
3. Decision-making is **ongoing** so use the lessons learned, using feedback to improve your **decision-making for future choices**.