**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=12021&utm_source=template-word&utm_medium=content&utm_campaign=Business+Decision-Making+Checklist-word-12021&lpa=Business+Decision-Making+Checklist+word+12021)BUSINESS DECISION-MAKING CHECKLIST**

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| **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. | |  | |

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