



Decision-Making Tool Worksheet

1. What is the meeting goal or objective?

- Collect ideas for new products, services, or system features?
- Identify several alternatives or solutions to existing problems?
- Uncover hidden causes of mysterious or annoying symptoms?
- Choose among different but equally viable alternatives?
- Compare risks or requirements with one another?

2. Which aspects need **silent brainstorming**?

When to use *silent brainstorming*: The process of generating brand new ideas naturally stimulates our filtering mechanisms, causing us to protest that we've already "been there, done that," or that someone's new idea can't work "because...". Silent brainstorming helps us get past those instinctive hurdles.

Topic #1 - _____ Minutes: _____

Topic #2 - _____ Minutes: _____

3. Which aspects need **root cause analysis**?

When to seek *root causes*: Unless we probe deeply enough, we might fail to discover a whole series of nested or interconnected reasons for a particularly elusive problem. The answer could be far simpler or far more complex than anyone thought, so we should ask "why" from several angles and viewpoints.

Topic #1 - _____ Minutes: _____

Topic #2 - _____ Minutes: _____

4. Which aspects need **weighing & prioritizing**?

When to *weigh and prioritize*: This method is one of the best ways to assess the relative merits of one alternative over another, especially when each has several complex components. Using a tool with a built-in scoring system can coax the real winner to emerge, clearly separating it from the "runner ups."

Topic #1 - _____ Minutes: _____

Topic #2 - _____ Minutes: _____

(Note: This checklist may be reprinted with proper attribution.)