REALITY-BASED LEADERSHIP

Decision Matrix

Navigate a decision without stalling in analysis paralysis.

Evaluation criteria are the factors your team uses to measure the relative effectiveness of one possible solution against the others. Look not only at what might create success, but also at what might cause failure.

SELECT EVALUATION CRITERIA

- **Identify the criteria** relevant to the problem. Brainstorm the possibilities, then agree on which ones matter most for selecting a solution.
- **Weigh each criterion** by how much it affects the outcome. Enter whole numbers (25 for 25%); the weights must add up to 100%.
- **Score and tabulate.** Rate every option 1 to 10 against each criterion, and agree in advance whether a higher or lower score wins.

WEIGHT SCALE · MUST EQUAL 100%		RATING SCALE · 1 TO 10 · ALTERNATIVE SOLUTIONS (OPTIONS)				
CRITERIA	WEIGHT	OPTION A	OPTION B	OPTION C	OPTION D	OPTION E
Weighted total						

NOW, TAKE NEXT RIGHT ACTION

Compare the weighted totals, sanity-check the result against your gut, and commit on time and on budget. Then take the next right action to move it forward.

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