

DECIDE

Workshop Handout Material *for better decision making*

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Prepared for: Leaders and Managers

Thank you for joining today's workshop.

This handout summarises the key concepts, tools, and discussions we explored together. At the core of this session is an important truth: our brains are incredible, but not perfect. We all rely on shortcuts that can distort how we think, decide, and collaborate.

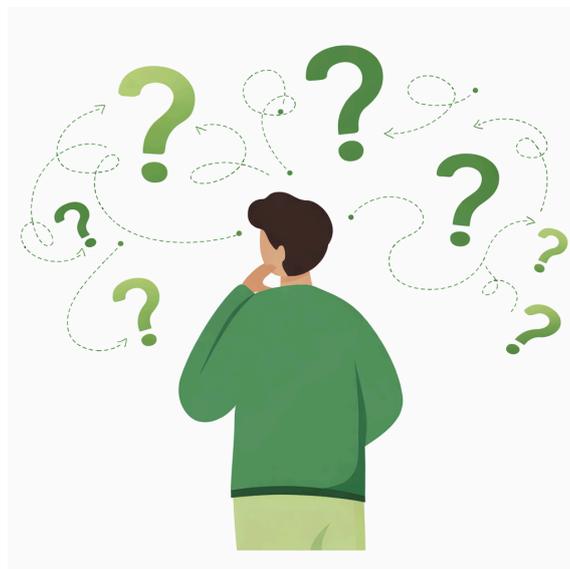
These materials are designed to help you recognise those patterns and apply a simple structure that supports clearer, more intentional decision-making long after the workshop ends.

“

A disciplined approach to decision-making reduces the influence of biases.

– Daniel Kahneman (Nobel Prize, behavioural economics)

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| | STEP | WHAT THIS STEP IS ABOUT | COMMON BIASES | TOOL |
|----------|-------------------------------|---|---|--|
| D | Define the why | Understanding what decision you are actually making – and what problem you are truly solving. | <ul style="list-style-type: none"> ● Framing Bias ● Anchoring Bias ● Confirmation Bias | Problem / Opportunity Statement Canvas |
| E | Establish the criteria | Identifying what matters most in making the decision. | <ul style="list-style-type: none"> ● Present Bias ● Similarity Bias ● Loss Aversion Bias | 10–10–10 Model |
| C | Consider all alternatives | Generating viable options – avoiding the false binary. | <ul style="list-style-type: none"> ● Semmelweis Bias ● Availability Bias | The Impossible Scenario |
| I | Identify the best alternative | Evaluating options objectively against the criteria. | <ul style="list-style-type: none"> ● Confirmation Bias ● Overconfidence Bias ● Sunk Cost Fallacy | Weighted Scoring |
| D | Draft the plan | Imagining your decision in action. | <ul style="list-style-type: none"> ● Planning Fallacy ● Illusion of Agreement | Milestone Mapping & Communication Canvas |
| E | Evaluate the decision | Post-execution reflection and learning step. | -- | -- |

Tool overview

Problem / Opportunity Statement Canvas



10-10-10 Model

What are the consequences of this decision in: 10 minutes, 10 months, and 10 years?

The Impossible Scenario

What would we do if none of our current options were possible?

Weighted Scoring

Score the alternatives (C) against the criteria (E).

Milestone Mapping & Communications Canvas

Milestone Mapping: What happens in week 1, month 1, quarter 1?

Communications Canvas: Who needs to know What, When?