

## TOP 5

# 5 QUESTIONS FOR BETTER, FASTER DECISION-MAKING



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Leaders get into trouble far too often simply because they don't have good decision-making protocols in place in their business.

There is a simple way to prevent many "dropped balls" from happening in your business. Here are the five questions to encourage better decision-making:

**1. What is the decision that needs to be made?** What exactly needs to be decided? If you can articulate it, you know. If you can't, you don't. Consider the various people and things that are impacted when answering this question.

**2. Whose decision is it?** Be explicit. Are you the decision-maker? Is this a group decision? Do you want input only? People

don't usually mind what the answer is – but they mind a lot if you pretend it's something it's not.

**3. What method will be used to make the decision?** Will it be a consensus decision, where everyone must support it? Is it a majority, two-thirds, unanimous agreement or something else?

**4. When will the decision be made?** The timeline for the decision must be clear so the impacts of the decision can be managed well and people can get on with their work. Taking too long or not long enough can create unintended and dysfunctional outcomes.

**5. How and to whom will the decision be communicated?** Consider who needs to know, who is the messenger and how it will be shared. Is it you, a team, your boss, the board of directors?

When you are proactive in your decision-making, you are running your business instead of letting it run you. Invest upfront in thinking about and answering these questions, and then execute them well.

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