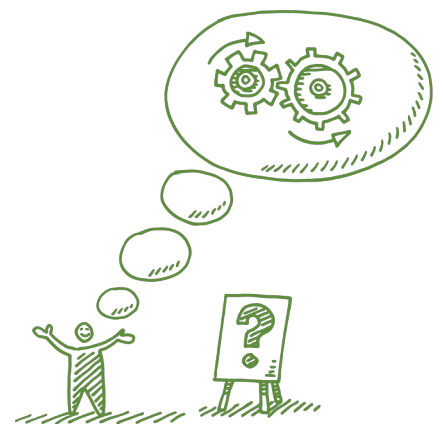


Effective Decision-Making Tool

- **Identify that a decision needs to be made**
- **What is working well?**
- **Gather relevant data**
 - What patterns or trends do you see?
 - What's working?
 - What's not working?
 - What is the impact?
- **Identify the alternatives**
 - How else can we look at this?
- **Weigh the evidence**
 - Imagine what it would be like if you carried out each of the alternatives to the end?
 - For example, how will this decision impact children, families, community, and staff in your program?
 - Where did we exceed our expectations?
 - Where did we fall short of our expectations?
 - What limitations are we placing on our thinking?
- **Choose among alternatives**
 - What else do we need to know before we decide?
 - What aspects of what is and is not working can be used to choose the best alternatives?
- **Formulate discoveries**
 - What did your analysis lead you to find?
 - How do your discoveries relate to the initial program decision?
 - How do your discoveries relate to the program's goals and objectives?
 - What connections did you find among discoveries?
- **Review your decision and its consequences**
 - How can we go beyond what we first thought?
 - Where can we innovate?
 - What will success look like?



Adapted from 7 Steps to Effective Decision Making, UMass Dartmouth. Retrieved Dec. 29, 2016 from https://www.umassd.edu/media/umassdartmouth/fycm/decision_making_process.pdf