

## **Coronavirus: How to make tough business decisions**

### **Understanding and organising the decision:**

- ☐ Be clear on what decision you need to make
- ☐ Generate multiple options – don't just settle on the first option you come to
- ☐ Consider other options to address the problem
- ☐ Identify who can help provide input or perspective on the decision

### **Preparing to make the decision:**

- ☐ Don't rush – make time to gather information and make a good decision
- ☐ Gather the information you need to choose between the options
- ☐ Understand your bias – we all have biases – and think whether you have a bias towards one option

### **Making the decision:**

- ☐ Set aside proper time to make the decision – research suggests mornings are better for most people
- ☐ Think about the pros and cons of each option and the importance of each one
- ☐ Think how you'd advise someone else faced with the same choice
- ☐ Consider what your instinct or gut is telling you
- ☐ Make the decision and commit to it

### **Communicating the decision:**

- ☐ Plan how you are going to communicate the decision
- ☐ Draw up a list of who needs to know, when will you tell them, how will you tell them
- ☐ Rehearse how you will explain the decision to everyone who needs to know about it

