

HOW TO MAKE EDUCATED DECISIONS

Sun team members make confident, timely, and fact-based decisions that keep our company moving forward.

Use this process to help you make every decision an educated one.

STEP 2 GATHER INFORMATION

ASSEMBLE ALL INFORMATION RELEVANT TO THE DECISION



PLAN

Figure out how much information you need to move forward based on the type of decision.



RESEARCH

Use a variety of sources, such as business processes, data, SMEs, and Connect.

STEP 4 CONSIDER THE OPTIONS

COME UP WITH POSSIBLE ALTERNATIVES AND EVALUATE THEM

BRAINSTORM

Consider the full range of potential solutions. Don't dismiss any ideas until you fully understand them.

RUN A PRO/CON ANALYSIS

to predict likely outcomes, Weigh the cost against the benefit of each option. Think about how you would address any negative consequences.

INVOLVE OTHERS

Your team members are a tremendous resource. Be sure to effectively communicate the issue with them.

STEP 1 DEFINE THE DECISION

UNDERSTAND THE ISSUE AND ITS LEVEL OF IMPORTANCE

START WITH THE BASICS



Write down your decision-making criteria and what information you need.

BE A FLY ON THE WALL



Examine the situation like an outsider would to help yourself think rationally.

STEP 3 ANALYZE THE INFORMATION

USE CRITICAL THINKING TO:

Look for patterns and connections

Assess risk and reliability

Identify and challenge assumptions

STEP 5

TAKE ACTION

BASED ON YOUR ANALYSIS, MAKE YOUR DECISION AND ACT

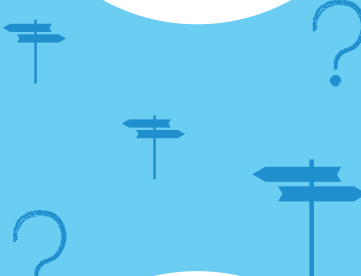
FIND A BALANCE

Don't overthink, but do ensure you make a decision before acting.



MAKE A SHORT LIST

Remove options that are too risky, or where the costs outweigh the benefits.



DO A SENSE CHECK

Does action you want to take align with your goals and values?



STEP 7

REFLECT ON THE PROCESS

CEMENT YOUR LEARNING AND ADAPT TO FUTURE DECISIONS

REFLECT

on your decision-making process and identify areas you can improve for future decisions.

CONSIDER

any biases or assumptions that may have influenced your decision, and work to address them.

INCREASE

your confidence to make future decisions by going over what went well.

STEP 6

EVALUATE THE DECISION

DETERMINE THE DECISION'S EFFECTIVENESS

ASK YOURSELF:

- What was the outcome of my decision?
- Was the outcome what I expected?
- Did I successfully manage the risks?
- What's the next step from here?

