Decision Framework

A practical framework for making clearer, more confident decisions under uncertainty.

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How to use this

Use this when a decision is important enough to affect money, time, people, reputation or direction.

The goal is not to remove uncertainty. That is impossible.

The goal is to make the decision more deliberately.

1. Define the decision

What decision am I making?

Why does it matter?

When does it need to be made?

Who is affected by it?

What happens if I do nothing?

2. Define the real problem

Often we make poor decisions because we are solving the wrong problem.

The visible problem is:

The deeper problem is:

The outcome I actually want is:

3. Separate facts from assumptions

FACTS

What do I know to be true?

ASSUMPTIONS

What am I assuming?

UNKNOWNS

What do I still need to find out?

4. List the options

Avoid false choices. Most decisions have more than two options.

Option A:

Option B:

Option C:

Option D:

Do nothing:

5. Score each option

Score each from 1 to 5.

Criteria	Option A	Option B	Option C
Financial upside			
Financial risk			
Time required			
Complexity			
Reversibility			
Long-term value			
Alignment with goals			
Impact on people			
Strategic importance			

Total:

6. Reversibility test

Is this decision reversible?

- [ ] Easily reversible
- [ ] Partially reversible
- [ ] Hard to reverse
- [ ] Irreversible

If it is reversible, move faster.

If it is hard to reverse, slow down.

7. Worst-case test

If this fails, what happens?

Can I recover?

How long would recovery take?

What would it cost?

What would I learn?

8. Opportunity cost

By saying yes to this, what am I saying no to?

Time cost:

Money cost:

Focus cost:

Relationship cost:

Other opportunities lost:

9. Ten-ten-ten test

How will I feel about this decision in:

10 days?

10 months?

10 years?

10. Regret test

If I do not make this decision, what might I regret?

If I do make this decision, what might I regret?

Which regret would be harder to live with?

11. Decision

My decision is:

I chose this because:

The main risk is:

The first step is:

Review date:

12. Review the decision later

What happened?

What worked?

What did not work?

What surprised me?

Would I make the same decision again?

What principle did I learn?

Decision principle

A good decision is not always one that produces a good outcome.

A good decision is one made with clear thinking, honest information and proper consideration of risk.