

# **Courageous Decision-Making Tool**

*How to make decisions in the age of rapid change*

**Worksheet**

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1. **THINK:** Fill out what mindset you'll have while making this decision.
2. **PLAN:** Create a plan for your decision.
3. **DO:** Write down your action plan to execute your decision with best current thinking.
4. **REVIEW:** At project or decision milestones, or at the outcome, reflect on what worked and what didn't.

**Decision to be made:**

**THINK:** Write down what mindset you want to have while thinking about this decision. Ask, *How am I going to think about this? Fear or **Courage**? Certainty or **Confidence**? Control or **Collaboration**? Improve or **Transform**? Play with how different your decisions could look from these different lenses.*

**PLAN:** How will you plan for implementing this decision? Where does it fit in your priorities? Who might you need to collaborate with? Who needs to be communicated with, and what is the timeframe? Build the agenda, structure, flow, blueprint, on how you're going to do this?

**DO:** How are you going to show up to do it? And when you're in it, how are you going to maintain energy? How will you handle unknown things that'll happen and stay flexible, making courageous decisions along the way?

**REVIEW:** How did it go? What did you learn? What could you do better next time?

