

# DECISION SIMPLIFICATION TOOLKIT

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Making decisions big or small can feel overwhelming. This toolkit breaks the process down into six clear steps and provides simple templates to guide you. Use it when you're:

- » Comparing two or more options (e.g., job offers, marketing channels)
- » Facing a complex choice (e.g., launching a new product)
- » Feeling stuck or indecisive

## HOW TO USE THIS TOOLKIT:

- Read the overview of each step.
- Fill in the accompanying templates (text-based tables you can copy/paste into a document).
- Refer back whenever you need a quick, structured approach.

## 4. TIPS FOR SIMPLIFYING DECISIONS

- Limit Options: Try to keep choices to 3-5 to avoid analysis paralysis.
- Set Deadlines: A clear cutoff avoids endless rumination.
- Use a Timer: Give yourself a set time (e.g., 20 minutes) for steps 2-4.
- Seek Accountability: Share your framework and findings with a peer.
- Trust, Then Verify: Once decided, move quickly, then adjust as needed.





## SIX-STEP DECISION FRAMEWORK

STEP	PURPOSE	TEMPLATE PROVIDED
1	Clarify the decision →	Decision Statement
2	Gather critical information →	Information Inventory
3	Define criteria and priorities →	Criteria Checklist
4	Evaluate options systematically →	Decision Matrix, Pros & Cons Table
5	Analyze risks & trade-offs →	Risk Assessment Table
6	Decide & commit to action →	Action Plan & Reflection



## STEP 1: DECISION STATEMENT

**Purpose:** Clearly articulate what you need to decide.

### Template:

Decision Statement:

"I need to decide whether to

\_\_\_\_\_."

Deadline: \_\_\_\_\_

Key Stakeholders: \_\_\_\_\_

## STEP 2: INFORMATION INVENTORY

**Purpose:** List the data, research, and opinions you need.

### Template:

Information Needed	Source / Person	Deadline for Gathering
e.g. Cost estimates	Finance team	31 Jul 2025
Market research data	Industry reports / surveys	August 5
Expert opinions	Mentor / Consultant	August 3

## STEP 3: CRITERIA & PRIORITIES

**Purpose:** Define what matters most, your decision "must haves" and "nice to haves."

### Template:

Criterion	Importance (1–5)	Must-have? (Y/N)	Notes
ROI within 6 months	5	Y	Minimum 15% return expected
Alignment with vision	4	Y	Supports long-term goals
Time investment	3	N	Under 20 hours workload

## STEP 4: SYSTEMATIC EVALUATION

**Purpose:** List the data, research, and opinions you need.

**Template:**

### A. Pros & Cons List

Option	Pros	Cons
Option A	<ul style="list-style-type: none"><li>• Benefit A1</li><li>• Benefit A1</li></ul>	<ul style="list-style-type: none"><li>• Drawback A1</li><li>• Drawback A2</li></ul>
Option B	<ul style="list-style-type: none"><li>• Benefit B1</li></ul>	<ul style="list-style-type: none"><li>• Drawback B1</li></ul>

### B. Weighted Decision Matrix

Option	Criterion 1 (Weight)	Criterion 2 (Weight)	Total Score
Option A	Score (x weight)	Score (x weight)	Sum
Option B	Score (x weight)	Score (x weight)	Sum

Scoring Guide: 1 (poor) – 5 (excellent)

## STEP 5: RISK & TRADE-OFF ANALYSIS

**Purpose:** Surface potential pitfalls and plan mitigations.

**Template:**

Risk Description	Likelihood (L/M/H)	Impact (L/M/H)	Mitigation Plan
Budget overrun	M	H	Set strict budget controls; review
Delay in vendor delivery	H	M	Identify backup vendors; negotiate

## STEP 6: DECISION & ACTION PLAN

### Template:

#### A. Final Decision Summary

Chosen Option: \_\_\_\_\_

Rationale: \_\_\_\_\_

#### B. Action Plan

Task	Responsible	Due Date	Notes
Notify team	You	11 Jan 2025	Draft email first
Allocate budget	Finance	13 Feb 2025	Approval required

#### C. Reflection Questions

- What went well in my decision process?
- What could I improve next time?
- Did any unexpected factors arise? How did I handle them?

#### Quick-Reference Tools

1. Eisenhower Matrix (Urgent vs Important)
2. 80/20 Rule (Focus on the 20% that drives 80% of impact)
2. Worst-Case Scenario Test (Can you live with the worst outcome?)

*Let me know how it goes!*

