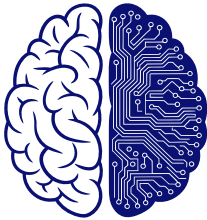


THE DECISION LOG

Capture the decision before the outcome is known.



Most decisions are remembered by the lens of their outcomes. A decision that worked is a good decision; one that failed is remembered as a bad one. But outcomes alone don't tell us whether the decision itself was well-made.

The Decision Log captures the decision before the outcome is known. Record your reasoning, evidence, assumptions, uncertainty, and expectations now. Then, return to the log later to compare what you believed with what actually happened.

COMPLETE EVERYTHING EXCEPT THE OUTCOME SECTION BEFORE THE OUTCOME IS KNOWN.



THIS IS NOT A PREDICTION EXERCISE

It is a record of what you believed when the decision was made.

The goal is not to prove you were right. The goal is to preserve an honest record that allows you to learn from your decisions.

1. THE DECISION

What, specifically, are you deciding?

Who is making the decision?

Who else, if anyone, was consulted?

Date of decision

Decision deadline

4. THE UNCERTAINTY

How confident are you in this decision? _____%

(Estimate, this is not a precise measurement)

What is most likely to make this decision wrong?

What could cause you to reconsider this decision?

2. THE EVIDENCE

What evidence informed this decision?

What evidence was considered but not used, and why?

What useful evidence was unavailable?

5. THE REVIEW

When will you review this decision?

What will you look at to determine if it's working?

Who will be responsible for initiating the review?

3. THE REASONING

What is the core argument for this decision?

What alternatives were considered? Why were they rejected?

What assumptions does this decision depend on?

THE OUTCOME

Complete this section only during the review, when the outcome is known.

What actually happened?

What did we get right?

What did we get wrong?

What did we learn?
