

# Four Speeds of Decision Making

When making a decision, the thought process and pace is determined by the **impact** of the decision and the **ability to undo** it.

Below is a table that helps you determine whether or not you should take your time and or if you can implement something quickly.

Thorough	Slower	Pronto	Go, Go, Go
The impact of making a mistake is high, and it will be difficult to undo a decision	The impact may be high, but it will be much easier to undo the decision	The impact of a mistake is low but, it may be more difficult to undo a decision once made	These are things that are easy to undo, and the impact of a mistake is low
<b>What to do:</b> Think it through carefully	<b>What to do:</b> Be thoughtful - messing up is a problem – but you can undo it quickly	<b>What to do:</b> Move quickly – being wrong isn't that big of a deal	<b>What to do:</b> Make the decision NOW! GO!

# Slow and Go Examples

Sometimes we allow things to get in the way of moving forward. Below is a list of suggestions to reference when you hit roadblocks in your work.

**Note** – these are only examples for Slow and Go, and not here to prove one or the other methods is the superior method. Both Slow and Go are to utilized based on **impact** and **ability to undo**

“Slow” Sounds Like	“Go” Sounds Like
“Setting up a follow-up meeting”	“Let’s just decide now”
“I’ve set up a meeting for next month”	“Let’s meet tomorrow”
“We can’t meet because so and so is out this week”	“Let’s just decide without so and so. We’ll bring them up to speed when they are back”
“I called and emailed, and haven’t heard back”	“Let me call them on phone, or find out who else can help”
“It’s always been done that way”	“Let’s figure out a better way”