

# Effective Decision-Making

by Edoardo Binda Zane

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Write a one-sentence decision frame**

Before comparing options, write the exact choice being made and what is outside scope. Bad frames create bad evidence.

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<sup>02</sup> **Sort decisions by reversibility**

Mark each important choice as Type 1 or Type 2. Move quickly on reversible experiments and slow down when consequences are hard to undo.

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<sup>03</sup> **Run a pre-mortem on the top option**

Imagine the choice failed six months from now. List the three most plausible causes and build safeguards before committing.

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<sup>04</sup> **Ask for the outside view first**

Look for what usually happens in comparable situations before explaining why this case is special. Then adjust from that anchor.

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<sup>05</sup> **Separate facts from interpretations**

Create three columns: known facts, assumptions, and preferences. Many stuck decisions become simpler once those categories stop blending together.

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<sup>06</sup> **Keep a monthly decision review**

Record major decisions, expected outcomes, confidence levels, and review dates. Improve the process instead of judging yourself only by outcomes.