

COLLABORATIVE DECISION MAKING

How to align your team for a
coherent decision.





_For you, if...

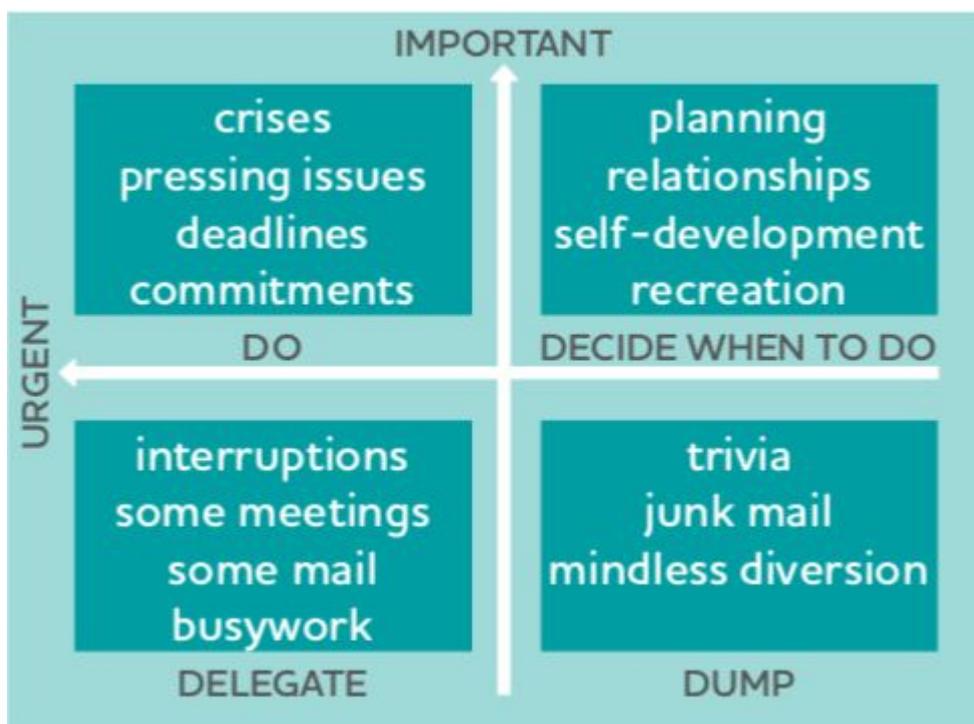
- You feel that your meetings have too much talk.
- You want to get somewhere fast.
- You want your colleagues to be aligned.

Try This! _Quickies

5min



Revisit [our worksheet on Priorities & Delegation](#) and the first element in our [book Bounce Back](#). Organise your tasks by importance and urgency, according to the Eisenhower Matrix.





Use MoScow

This acronym, designed by Dai Clegg, stands for Must have, Should have, Could have, and Won't have. Here is what each section means, in detail, for the successful delivery of the project:

Must have

These are critical requirements. Not even one requirement was added to this section? The project should be considered a failure. When agreed by all stakeholders, requirements can be downgraded from Must Have.

Should have

These are important but not necessary requirements. While Should Have requirements can be as important as Must Have, they are often not as time-critical or there may be another way to satisfy the requirement.

Could have

These are desirable but not necessary requirements. These will typically be included if time and resources permit.

Won't have (this time)

These are the least-critical, lowest-payback, or not appropriate, requirements. Either dropped or reconsidered for inclusion in a later timebox, these requirements are not part of the schedule. They are outside the scope of delivery.

HOW TO USE IT:

Make those 4 sections on the whiteboard and get everyone to place a post-it with the topics discussed where they feel they need to go. This way, you will be able to discuss only the very relevant incoherences for the team and minimize efforts and time.



_Take it further!

10min

OKR- Aligning the objective

Learn from the best, like Google. They use a system to define goals and measure key results on a global level, aligning organizational objectives with team ones. It sounds obvious, but the reality is that the individual is not always aligned with the company's vision. Make sure to create qualitative, inspirational objectives that are tied to company goals. [Read the free OKR Guide here.](#)

Your TakeAways

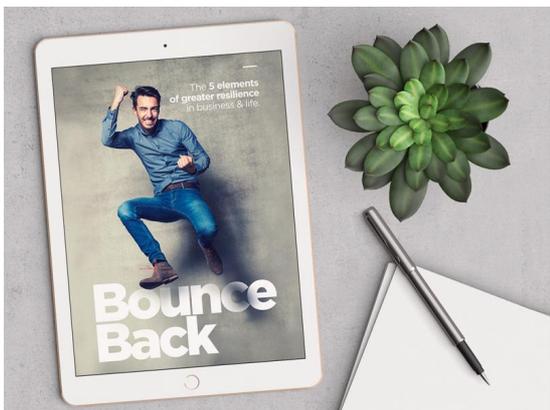
_What do you know now?





Let me know how you are getting on!

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Client Testimonial

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