



A 10-Point Checklist for Better Team Decisions

If there's one secret to achieving scalable success, it's this: **an organization's leaders must be able to make high-quality team-based decisions - consistently and repeatedly.** Why is this so much easier said than done? Specifically, if everyone performs well in their own functional areas, how come they are tripping over each other when they come together?

The problem most likely lies further upstream, with how the org chart works: who does what, who gets what information, who sends it to whom. Ineffective meetings are merely a symptom - it's the inefficiencies, misunderstandings and redundancies that occur before the senior team gets together that are the real cause of underperformance, and which need to be fixed first.

Here's a quick self-assessment you can perform in 30 minutes or less. Circulate it to your senior team. Collate the results and see where the real problem lies:

		Never ---- Sometimes ---- Always				
		1	2	3	4	5
1	We each have a clear understanding of our individual roles and responsibilities.					
2	We each have a clear understanding of each other's roles and responsibilities.					
3	There is little overlap or redundancy between our roles and responsibilities.					
4	Taken together, our roles and responsibilities ensure oversight over all material areas of operation.					
5	Information flows smoothly and efficiently between individual members of the senior leadership team.					
6	Decisions are made at an appropriate level.					
7	We meet as a team appropriately and as necessary.					
8	We meet in sub-groups appropriately and as necessary.					
9	Our meetings are effective and efficient.					
10	Our meetings produce high-quality decisions.					
Column Totals						

Note: Chances are, if you have an issue with question 9 or 10, there's a root cause further up the list.

ENSURE YOUR SENIOR TEAM COLLABORATES SEAMLESSLY!

