

Skip the Trip!

Before Meetings

- Invite the right people
- Plan enough time for discussion
- State the decision to be made and the expected results
- Organize available data and information
- Develop options and evaluate impacts

During Meetings

- Set a climate of openness and consider all options
- Check your assumptions
- Review and verify all data
- Review risks and benefits for all stakeholders
- Establish checkpoints
- If you're wrong, develop a plan to recover

After a Decision Has Been Made

- Check status regularly
- Raise concerns in the group
- Request that assumptions be checked again

Over the next two weeks, I will use the following techniques to help my group Skip the Trip.

1. _____

Benefit _____

2. _____

Benefit _____

Signature

The Abilene Paradox
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