

# Everyday Decision Record

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: \_\_\_\_\_

## Frame the choice

Decision question

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Task to support

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Required feature

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Decision boundary

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Date / reference: \_\_\_\_\_

## Compare options

Option one

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Option two

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Observed difference

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Unknown difference

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Date / reference: \_\_\_\_\_

## State the reasoning

Requirement met

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Trade-off accepted

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Assumption made

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Reason for choice

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Date / reference: \_\_\_\_\_

## Retain the result

Selected option

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Next action

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Review trigger

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Decision reference

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