

Decision Review

Decision owner

Review date

Original brief / date

Review the original brief before answering. Separate what you knew then from what you learned later. If the result is still developing, record an interim assessment. Use a separate note for longer answers.

1. Recall the decision

What did I decide, and why?

What did I expect to happen, and over what period?

2. Compare expectation with evidence

What actually happened? What evidence supports that account?

What remains unresolved or too early to judge?

3. Check the assumptions

For each original assumption, record current evidence and mark its status as supported, contradicted, or still uncertain.

Original assumption 1 | current evidence and status

Original assumption 2 | current evidence and status

Decision Review | continued

4. Review the reasoning and execution

Was my reasoning sound given what I could reasonably know then?

Consider evidence, alternatives, principles, risks, and constraints.

Did I carry out the decision as intended? If not, what changed and why?

What was outside my control, and what could I reasonably have anticipated?

5. Choose the adjustment

What will I keep, change, or investigate next? Why?

Next action

Action owner

By when

6. Close or revisit

Status

What evidence or event would require another review?

Next review date, if needed

A favorable outcome does not prove the reasoning was sound. An unfavorable outcome does not prove it was flawed. Use this review to identify a specific lesson and test it in future decisions.