

# Mitigate Bias Decision Guide

Use before, during, and after your decision-making process.

Tempted to	Instead
Before	
Default to your intuitive preference	Ask, "What criteria have to be met?"
Over-focus on impact to you or the team	Write a list of who the decision impacts
Begin the decision-making process	Write if-then plans for likely bias triggers
During	
Consult only outspoken members	Explicitly invite all perspectives present
Quickly dismiss an option due to risk	Compare options to goals/criteria
Over-value choices with short-term reward	List out short- and long-term benefits
After	
Share out decision informally	Document criteria and reason for decision
Assume best decision was made	Follow up on decision's impact
Approach similar decisions differently	Assess mitigation strategy effectiveness