Post-Decision Review and Learning Framework

The Core Principle

Most leaders make decisions but rarely review them systematically. Without post-decision reviews, you never learn from your decisions. This checklist provides a retrospective template for reviewing decisions at 30/90/365 days and systematizing learning from every decision.

Part 1: Decision Documentation

What decision are we reviewing?

- [ ] Decision: _____
- [ ] When was it made? _____
- [ ] Who made it? _____
- [ ] What was the decision thesis? _____

Original Expectations:

- [ ] What did we expect to happen? _____
- [ ] What were the key assumptions? _____
- [ ] What were the success metrics? _____
- [ ] What was the expected timeline? _____

Part 2: 30-Day Review

Are we seeing early results?

Early Indicators:

- [ ] Are we on track? [ ] Yes [ ] No [ ] Uncertain
- [ ] What's working? _____
- [ ] What's not working? _____
- [ ] Any surprises? _____

Early Red Flags:

- [ ] Are there any warning signs? [ ] Yes [ ] No
- [ ] Do we need to adjust course? [ ] Yes [ ] No
- [ ] What adjustments are needed? _____

30-Day Assessment:

- [ ] Continue as planned
- [ ] Continue with adjustments
- [ ] Pause and reassess
- [ ] Stop and reverse course

If adjusting, what's the new plan?

Part 3: 90-Day Review

Is this decision working as intended?

Progress Against Metrics:

- [ ] Metric 1: _____ | Target: _____ | Actual: _____
- [ ] Metric 2: _____ | Target: _____ | Actual: _____
- [ ] Metric 3: _____ | Target: _____ | Actual: _____

Overall Performance:

- [ ] Exceeding expectations
- [ ] Meeting expectations

- [ ] Below expectations
- [ ] Significantly below expectations

What's Working:

- [ ] Success 1: _____
- [ ] Success 2: _____
- [ ] Success 3: _____

What's Not Working:

- [ ] Problem 1: _____ (Cause: _____)
- [ ] Problem 2: _____ (Cause: _____)
- [ ] Problem 3: _____ (Cause: _____)

Part 4: Assumption Validation

Which of our assumptions proved correct?

- [ ] Assumption 1: _____ | Result: [ ] Correct [ ] Incorrect
- [ ] Assumption 2: _____ | Result: [ ] Correct [ ] Incorrect
- [ ] Assumption 3: _____ | Result: [ ] Correct [ ] Incorrect

Which assumptions proved wrong?

- [ ] Wrong assumption 1: _____
  - [ ] Impact: _____
  - [ ] How did we respond? _____
- [ ] Wrong assumption 2: _____
  - [ ] Impact: _____
  - [ ] How did we respond? _____

What surprised us?

- [ ] Surprise 1: _____

- [ ] Surprise 2: _____
- [ ] Surprise 3: _____

Part 5: Decision Quality Assessment

Was this a good decision?

Decision Quality:

- [ ] Excellent decision (right decision, right execution)
- [ ] Good decision (right decision, some execution issues)
- [ ] Adequate decision (decision was okay, execution was okay)
- [ ] Poor decision (wrong decision or poor execution)
- [ ] Disaster (very wrong decision or very poor execution)

Why did this decision turn out this way?

- [ ] Good luck
- [ ] Good planning
- [ ] Good execution
- [ ] Bad luck
- [ ] Poor planning
- [ ] Poor execution

What would we do differently if we were deciding again?

- [ ] Different decision entirely
- [ ] Same decision, different approach
- [ ] Same decision, same approach
- [ ] We'd wait for more information
- [ ] We'd involve different people

Part 6: 365-Day Review

Has this decision delivered the intended value?

Long-Term Results:

- [ ] Did we achieve the intended outcome? [ ] Yes [ ] No [ ] Partially
- [ ] What was the financial impact? $_____
- [ ] What was the strategic impact? _____
- [ ] What was the organizational impact? _____

Sustained Performance:

- [ ] Are the benefits sustained? [ ] Yes [ ] No
- [ ] Are there new problems emerging? [ ] Yes [ ] No
- [ ] Do we need ongoing management? [ ] Yes [ ] No

Long-Term Learning:

- [ ] What's the most important thing we learned? _____
- [ ] How has this changed our decision-making? _____
- [ ] What patterns are we seeing across our decisions? _____

Part 7: Organizational Learning

How do we capture and share this learning?

Learning Capture:

- [ ] Document the decision and outcome: [ ] Yes [ ] No
- [ ] Share with the team: [ ] Yes [ ] No
- [ ] Share with the organization: [ ] Yes [ ] No
- [ ] Update decision-making frameworks: [ ] Yes [ ] No

Decision Patterns:

Looking at our decisions over time:

- [ ] What patterns do we see in our good decisions? _____
- [ ] What patterns do we see in our bad decisions? _____
- [ ] What's one thing we consistently do well? _____
- [ ] What's one thing we consistently do poorly? _____

Framework Improvements:

- [ ] Should we adjust our decision-making process? [ ] Yes [ ] No
- [ ] Should we adjust our decision criteria? [ ] Yes [ ] No
- [ ] Should we involve different people in decisions? [ ] Yes [ ] No
- [ ] What's one thing we'll do differently on the next decision? _____
