

## Authentic Decision Making Through Balanced Processing Checklist

Steps for Authentic Decision Making	Things to Consider	Check Here After Completing Each Step
What decision do you need to make?		
What data must you analyze to make an informed decision?		
What do you believe is the right decision?		
How do your values, biases, and assumptions play into your thinking?		
Which people do you need to hear from who have a different opinion than you? What are their perspectives?		
How will you approach asking others for their perspectives?		
What is the decision you made?		
What are the reasons for your decision? (Be sure to include reasons outside of your own personal beliefs.)		
How will you communicate your decision to all stakeholders? (Consider your approach to those who both agree and disagree with you.)		

Sources: Adapted from Duncan, P., Green, M., Gergen, E., & Ecung, W. (2017). Authentic leadership—is it more than emotional intelligence? *Administrative Issues Journal*, 7(2), 11–22; Hirst, G., Walumbwa, F., Aryee, S., Butarbutar, I., & Chen, C. J. H. (2016). A multi-level investigation of authentic leadership as an antecedent of helping behavior. *Journal of Business Ethics*, 139(3), 485–499; Miao, C., Humphrey, R. H., & Qian, S. (2018). Emotional intelligence and authentic leadership: A meta-analysis. *Leadership and Organization Development Journal*, 39(5), 679–690.