

# Rules for Swift and Smart Decision Making

The following are rules to guide swift and smart decision making (Hoy & Tarter, 2010):

1. **Satisficing Rule:** Optimizing is impossible in school administration; learn to satisfice.
2. **Framing Rule:** Frame problems in positive term for positive results.
3. **Default Rule:** Consider doing nothing as a first option.
4. **Simplicity Rule:** Simplicity trumps complexity; start simple.
5. **Uncertainty Rule:** Uncertain environments often require ignoring information; trust your intuition.
6. **Take-the Best Rule:** Select and act on the first satisfactory option.
7. **Transparency Rule:** Make transparency a habit of thought and action.
8. **Contingency Rule:** Reflect on your successes and failures and think conditionally.
9. **Empowerment Rule:** Involve others in decision when you deem they have relevant knowledge, a personal stake in outcomes, and confidence that they will decide what is best for the group.