



BOOK NOTES

The Art of Clear Thinking

by Hasard Lee

- ACE: Assess; Choose; Execute
- #1...keep the plane flying
- Concepts over facts - create a framework for decision making; Make training learner-centered - understand their perspective; Coaching is more effective than evaluating; Continually assess where tech can augment training; Utilize apprenticeship model: pre brief (what we're going to do) and heuristics (rules of thumb for decision making); Set aside time for debrief
- Fast Forecasting: Simplify, then gradually add details until you have good enough resolution to make a decision; Must have a qualitative understanding before a quantitative solution is understood.
- Effects-based approach: start with desired outcomes and work backward; Focuses on the cause and effect of each action - the tool or process used isn't as important as the effect it generates; Generate alternatives to assess - having one option doesn't require decision making
- Mental Training: You don't rise to the level of your expectations, but fall to the level of your preparation; Focus only on what you have control over, not just what has already happened; Calm the body and mind during stressful events (box breathing); control your inner dialogue; visualize your successful completion of each step until mastered.

Book notes by Steve Frankl · Field Productivity Partners