



DECISION MAKING

Life involves choices. Decision-making skills are tools you can use to make choices in your life.

Skillful decision-makers enjoy the feeling of self-confidence that comes from knowing how to make good choices. Try these steps toward learning how to make decisions and take action.

Isolate the Problem

Often things aren't what they seem, so look at the problem from all angles, including its opposite. Avoid looking at the symptoms and try to get to the heart of the matter itself. You might find your-self defining the problem a number of different ways before you settle on

Decide to Take Action

Once you've identified the problem, ask yourself if you need to take action right now. Sometimes the best decision is to do nothing, but don't confuse making a choice to do nothing with delay or avoidance of an uncomfortable situation.

Gather Resources

The ideal situation is to be able to get all the facts before you take action or to consult with an expert on the problem. But sometimes that's not possible. Gather as many resources as you can before you must take the action, but don't delay making a decision solely because you don't have time to track down every single

Make a Plan

This is another way of saying "make a decision." Now that you've analyzed your problem and looked at it from many different sides, decide how you will carry out your decision.

Test the Plan

It's impossible to anticipate the outcome of all decisions, so decision-making involves a certain amount of risk. You can, however, test your plan by visualizing the potential outcome of the decision. Don't be afraid to count on your intuition. If your decision doesn't feel right to you, it probably isn't.

Take Action

Doing decision-making exercises is not the same as making decisions. So now that you have made a decision, you might want to put it to work. The background work you've done will help you know that you're doing the right thing for you and you'll be able to maintain your confidence as you take action.



Decisions ! Decisions !