



DHIR & PARTNERS SDN BHD

15 Ways to Improve Decision Making





LEARNING OBJECTIVE

By the end of the session , the participants should be able to:

- ☐ How to make good choices and wise decisions
- ☐ To examines decision making models
- ☐ To maximize creativity and logic in decision making
- ☐ To become aware of common decision making traps, and how to handle them
- ☐ To ready yourself for any bumps in the road, and have solutions in hand
- ☐ To provide a variety of perspectives for the decision making process



WHAT DO YOU MEAN BY DECISION MAKING?

Decision making is **the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions.**

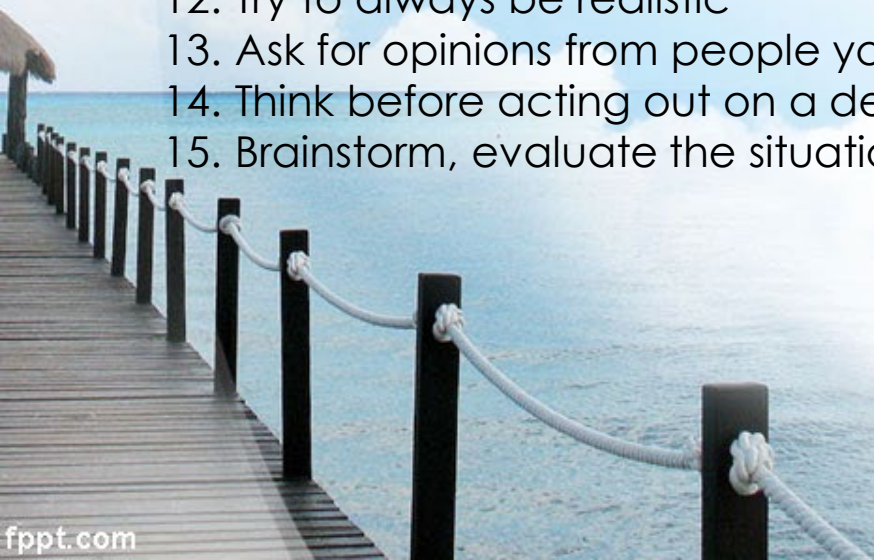
- ❑ Pembuatan keputusan ialah proses membuat pilihan dengan mengenal pasti keputusan, mengumpul maklumat dan menilai resolusi alternatif.





15 Ways to Improve Decision Making

1. Improve your self-confidence, Believing in yourself
2. Analyze the situation
3. Know what you want , steps need to be taken
4. You tried your best
5. Avoid over thinking , rationalizing
6. Acting out on it as soon, to avoid changing your mind, doubting yourself
7. Avoid leaving what can be done today for tomorrow
8. Do not be afraid to make a quick decision , you know what you want
9. Consider all alternatives before make final decisions ,doing the best thing possible.
10. Avoid letting others make decisions for you
11. Avoid the blame game or guilt trip with yourself.
12. Try to always be realistic
13. Ask for opinions from people you can trust
14. Think before acting out on a decision.
15. Brainstorm, evaluate the situation and decide





15 Ways to Improve Decision Making

1	<u>Improve your self-confidence</u> . <u>Believing in yourself</u> is an important aspect on making decisions as you are able to feel confident that you are making the appropriate decisions.	Tingkatkan keyakinan diri anda. Percaya pada diri sendiri adalah aspek penting dalam membuat keputusan kerana anda dapat merasa yakin bahawa anda membuat keputusan yang sesuai.
2	<u>Analyze the situation</u> you are dealing with so that you can make a decision.	Analisis situasi yang anda hadapi supaya anda boleh membuat keputusan.
3	<u>Know what you want</u> to accomplish and what <u>steps need to be taken</u> to get things done.	Ketahui apa yang anda ingin capai dan langkah yang perlu diambil untuk menyelesaikan sesuatu.
4	Do not worry so much about the end results as the most important thing is that <u>you tried your best</u> .	Jangan risau sangat tentang keputusan akhir kerana perkara yang paling penting ialah anda telah mencuba yang terbaik .
5	<u>Avoid over thinking</u> or <u>rationalizing</u> not doing things as it will keep you from even giving it a try.	Elakkan terlalu berfikir atau merasional untuk tidak melakukan sesuatu kerana ia akan menghalang anda daripada mencubanya.



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6	After making a decision try <u>acting out on it as soon as you can</u> to <u>avoid changing your mind</u> or <u>doubting yourself</u>	<i>Selepas membuat keputusan cuba bertindak secepat mungkin untuk mengelakkan perubahan fikiran atau meragui diri sendiri</i>
7	<u>Avoid leaving what can be done today for tomorrow</u> as it might not ever come.	<i>Elakkan meninggalkan apa yang boleh dilakukan hari ini untuk esok kerana ia mungkin tidak akan datang.</i>
8	<u>Do not be afraid to make a quick decision</u> as it does not necessarily mean it is irresponsible or will not work out. When <u>you know what you want</u> there should never be any doubts.	<i>Jangan takut untuk membuat keputusan yang cepat kerana ini tidak bermakna ia tidak bertanggungjawab atau tidak akan berjaya. Apabila anda tahu apa yang anda mahukan tidak perlu ada keraguan.</i>
9	<u>Consider all alternatives before making a final decisions</u> to assure you are <u>doing the best thing possible for your situation.</u>	<i>Pertimbangkan semua alternatif sebelum membuat keputusan muktamad untuk memastikan anda melakukan perkara yang terbaik untuk situasi anda.</i>



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10	<u>Avoid letting others make decisions for you</u> as this <u>can be crippling and keep you from being comfortable enough to make your own decisions.</u> It is alright if you want to take others opinions into consideration.	Elakkan membiarkan orang lain membuat keputusan untuk anda kerana ini boleh melumpuhkan dan menghalang anda daripada cukup selesa untuk membuat keputusan anda sendiri. Tidak mengapa jika anda ingin mengambil kira pendapat orang lain
11	<u>Avoid the blame game or guilt trip with yourself.</u> Once you have made a decision, <u>stick by it because you feel you made the right choice.</u> This can also impact your ability to make decisions in the future.	Elakkan permainan menyalahkan atau rasa bersalah dengan diri sendiri. Sebaik sahaja anda membuat keputusan, berpegang padanya kerana anda merasakan anda membuat pilihan yang tepat. Ini juga boleh memberi kesan kepada keupayaan anda untuk membuat keputusan pada masa hadapan.
12	<u>Try to always be realistic</u> about the situation that you are presented with <u>even if it means recognizing your faults.</u>	Cuba untuk sentiasa realistik tentang situasi yang anda hadapi walaupun ia bermakna mengenali kesalahan anda.
13	<u>Ask for opinions from people you can trust</u> as this can help you make a decision you are not sure about.	Minta pendapat daripada orang yang anda boleh percayai kerana ini boleh membantu anda membuat keputusan yang anda tidak pasti.

14	Think before acting out on a decision. Remember to only <u>act on a decision that has been finalized.</u>	<i>Fikir sebelum bertindak atas sesuatu keputusan. Ingat untuk hanya bertindak atas keputusan yang telah dimuktamadkan.</i>
15	If necessary, <u>brainstorm</u> so that you can evaluate the situation and decide.	<i>Jika perlu, lakukan perbincangan supaya anda boleh menilai keadaan dan membuat keputusan.</i>



Q & A





THANK YOU!

