Decision-Making

Just about everything we do in life involves making decisions and choices about various things. Much of our happiness, success, love and well-being depend on the decisions and choices we make. Most of the daily decisions we make are relatively small and unimportant, but when it comes to issues that are more important, it’s vital that we learn to make the best decisions possible. Below is a strategy for effective decision-making:

1. Identify the problem. You can’t make a sound decision about something if you don’t clearly know or understand the problem or issues that you have to make a decision about. It’s important to take the time to understand the true, underlying nature of the problem, not just the surface of it. The more carefully you examine an issue the more information you’ll obtain and the more options you’ll have to help you make a sound decision.
2. Determine urgency. Not all decisions are emergencies and not all of them have the same level of urgency. Some decisions might have to be made immediately, while others can be delayed or deferred. In examining the nature of the issues at hand, it’s important to determine whether action should be taken immediately, at some point later on or not at all. The choice of whether action should be taken now or later should rest on the nature of the problem, not on your procrastination or avoidance of dealing with the issue.
3. Identify resources. Making a good decision about an issue should include you examining what resources you have available to you to help you address the issue.
4. Develop a plan. Once you’ve decided to take action, make a plan of what that action will be, what resources will be involved, what the timeframe for implementation and completion will be and what the likely outcome might be.
5. Execute your plan. Once a plan is developed and the above steps are followed, put the plan of action into effect.