

# The 8 steps to make a decision

Making decisions is a continuous and systematic process that we can sequence into 8 interrelated steps.

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- Step 1 1 Identify and analyze the problematic situation
  - Step 2 2 Clarify your values
  - Step 3 3 Generate possible alternatives
  - Step 4 4 Analyze the possible outcomes or possible outcomes of each alternative
  - Step 5 5 Eliminate less satisfactory alternatives
  - Step 6 6 Select the most satisfactory alternative
  - Step 7 7 Carry out the decision
  - Step 8 8 Evaluate the results of your decision