**Critical Reflection**

**Prompts:**

Draw on the learnings of this course to plan an important personal or professional decision that you will undertake in the near future. Specifically, outline the following five steps for the proposed decision:

1. **Identify the Problem**
2. **Establish Decision Criteria**
3. **Weight Decision Criteria**
4. **Generate Alternatives**
5. **Evaluate Alternatives**

For example, if the decision you describe pertains to selecting an alternative job that you want to switch to within the next few months, describing these steps would entail responding to the following questions:

1. **Identify the Problem:**What are the reasons that underlie your need to switch jobs?
2. **Establish Decision Criteria:**What are the features of an alternative job that matter to you (e.g., compensation, location, job content)? If these are not readily clear, how will you determine them?
3. **Weight Decision Criteria:**What is the relative importance of each of the decision criteria that you identified in Step 2 (e.g., you may be willing to give up some of your compensation requirements for a more satisfying job or one in your preferred location)?
4. **Generate Alternatives:** What process will you follow to gather information about available jobs that are potentially suitable for you?
5. **Evaluate Alternatives:** Given the decision criteria and their relative importance, how will you determine the overall value of each alternative for you to arrive at a decision?

Each of these steps requires you to process potentially complex information and is, therefore, susceptible to decision-making biases we covered in class.

You are required to **reflect and identify at least two biases** that are particularly likely to be detrimental to effective decision-making in your chosen context, describe how exactly these may influence one or more of the steps above, and what measures will you take to reduce the likelihood that they impact the decision process.

Your write-up should be 2 typed pages (double-spaced, Times 12-point font, 1-inch margins, excluding cover page, if included, and references, etc.) Write in prose (i.e., sentences, paragraphs) and not just headings or bullet points. Your grade will be determined based on the quality of your analysis of the decision-making context you pick (in terms of the 5 steps outlined above) and the extent to which you relate aspects of the decision-making process to concepts discussed in class.