

Decision Making Steps

1. Clarify the Issue
2. Define Objectives & Criteria
3. Generate Alternatives
4. Evaluate Options (benefits / risks / trade-offs)
5. Decide
6. Review and Act



Clarify the issue

- What decision do I face?
What are my reasons for making this decision?
- How important is this decision and why?
- When do I need to make the decision?
- Who may be involved – who will be impacted, who could give input?

Define Objectives and Criteria

- What do I want to achieve – what are my long-term goals; shorter-term objectives; what does a successful outcome look like?
- What criteria and values will I use to choose the best option – e.g. if I need to decide which job I will choose, what are the factors I will consider in weighting up my options – e.g. opportunity for advancement; financial security; work-life balance; etc.

Generate Alternatives – as many as possible

- What options are available that will get me closer to my long-term goals / immediate objectives?
- What would I do if I could – if I had no fear / if there were no barriers / challenges in my way?
- What have I not considered / tried before?
- What have others done in a similar situation that I could try?
- Who else may have ideas? (ask others to help you broaden your options)

Evaluate Options

- What are the benefits of each option?
- What are the risks?
- What are the trade-offs that I am willing to make?
- What is a risk / negative consequence that I am not prepared to carry?
- What is the worst thing that could happen and how can prevent it or prepare for it (if I don't have control over it)?
- Even if the worst happens, what could still be an area that I have control / influence over?
- What would be my Plan B if my first option does not work out?
- Who could I ask to be a thinking partner? (ask others to help you think through the options, but don't expect them to make the decision for you)

Decide

- What is my decision?

Review and Act

- Is this really the best way forward? Why is this the best option?
- What will I do now?
- When will I do it?
- How will I do it?
- How will I overcome challenges?
- Who can I call on for support?
- What have I learnt from the decision-making and implementation process?
- Where do I need to make adjustments to my plan of action?