

# KEY DECISION MAKING STEPS

1. Identify the purpose of your decision. What is exactly the problem to be solved?

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2. Gather information. What factors does the problem involve?

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3. Brainstorm and list different possible choices. Generate ideas for possible solutions.

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4. Evaluate each choice in terms of its consequences. Determine the cons and pros of each alternative.

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5. Determine the best alternative. This is much easier after you go through the above preparation steps.

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6. Put the decision into action. Transform your decision into specific plan of action steps. Execute your plan.

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7. Evaluate the outcome of your decision and action steps. What lessons can be learnt?

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Adapted from: <http://www.time-management-guide.com/decision-making-skills.html>



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