



WHAT IS EFFECTIVE DECISION MAKING?

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WHAT IS DECISION MAKING?

IT IS CHARACTERIZED AS **THE ACT OF CHOOSING BETWEEN TWO OR MORE COURSES OF ACTION**. IT MUST BE REMEMBERED THAT THERE MAY NOT ALWAYS BE A "CORRECT" DECISION AMONG AVAILABLE CHOICES.





WHAT IS EFFECTIVE DECISION MAKING?

Effective decision making involves using **intuition** and **reasoning** to structure an appropriate decision.

7 Steps of the **DECISION MAKING PROCESS**

01



IDENTIFY THE DECISION

Recognize the problem
and decide to address it



02



GATHER INFORMATION

Collect relevant facts,
data and information



03



IDENTIFY ALTERNATIVES

Identify various solutions
& options available to you



04



WEIGH THE EVIDENCE

Take a look at the pros &
cons of your options



05



CHOOSE AMONG OPTIONS

Select an option or a
combo of options



06



TAKE ACTION

Create a plan for
implementation



07



REVIEW YOUR DECISION

Evaluate the effectiveness
of your decision



01

IDENTIFY THE DECISION TO BE MADE

Ask yourself the following questions about the decision to be made.

- What is the problem that needs to be addressed?
- What is the objective to be achieved?
- How will this decision affect others?
- How urgent or critical is this decision?



02

GATHER RELEVANT INFORMATION



What information do you need and how can you obtain it?

This process usually involves both internal and external processes. Be careful not to become overwhelmed by too much information which can potentially complicate the decision-making process.

03

IDENTIFY ALTERNATIVES / OPTIONS



Clearly identify each of the available alternatives or options.

With relevant information at your fingertips, you will usually discover more than one option to consider in response to your decision. This step is for identifying ALL possible options.

04

WEIGH THE EVIDENCE



Evaluate each option against the alternatives.

Weigh the evidence for each path or action, listing all of the pros and cons. Identify potential consequences for each option and weigh them against the potential benefits. Keep in mind how this decision will affect others.

05

CHOOSE AMONG THE OPTIONS

Make your decision by selecting one (or more) of the options you evaluated.



Using the information you have gathered and based on your analysis of that information, you are now ready to choose the option that is best for you. You may also decide to pursue a combination of alternatives.

06

TAKE ACTION

Implement the actions associated with the option you selected.



Develop a plan to carry out your chosen option and then do it!
You are ready to move forward because you have equipped yourself with the necessary information to effectively make your decision.

07

REVIEW YOUR DECISION



Effective decision making works best when we analyze the results.

Review your decision along with the implementation and outcome. Did you solve the problem? Were you able to answer the question? Did you meet your goals? Remember the things that worked and learn from your mistakes.

FACTORS

AFFECTING DECISIONS

EMOTIONS

02

VISCERAL

01

MOOD

03



EMOTIONS

Emotions are intense and short-lived states that usually have a root cause (being angry at, or fearful of, something).

MOODS

Moods involve low-intensity and relatively enduring states that do not have a clear cause (e.g. feeling good or feeling bad).



A woman with brown hair, wearing a blue and white striped shirt, is covering her face with both hands. Her fingers are spread across her forehead and eyes, suggesting a state of distress, pain, or emotional overwhelm. The background is a plain, light gray.

VISCERAL FACTORS

Physical factors such as pain, hunger or drug cravings are visceral factors that can affect decision making.

PRACTICE MAKES PERFECT

AS WITH SPORTS AND OTHER PHYSICAL ACTIVITIES (SUCH AS DANCING AND SINGING), THE USE OF MEANINGFUL REPETITION IS KEY TO ACHIEVING AN EFFICIENT LEVEL OF GOOD DECISION MAKING.



USE A CHECKLIST

USE A DECISION MAKING CHECKLIST
(LIKE THE ONE THAT WILL BE PROVIDED
FOR YOU IN LESSON 4). REPEATEDLY
FOLLOWING THIS PROCESS OVER TIME
CAN LEAD TO MORE INFORMED
DECISION MAKING, RESULTING IN
BETTER DECISIONS.

WORK IT!

W WHAT is the problem or issue?

O WHO will be affected by what you decide?

WHO can help you with this decision? (helpful people)

- 1
- 2
- 3

Think about your **OPTIONS** and choices. What would your helpful people suggest?

OPTIONS	CHOICE A	CHOICE B	CHOICE C
Describe each option or choice			
For each choice, what <u>good</u> things might happen?			
For each choice, what <u>not so good</u> things might happen?			



ASK FOR HELP

IT CAN BE HELPFUL TO HAVE THE INVOLVEMENT AND SUPPORT OF FAMILY AND FRIENDS. KEEPING AN OPEN LINE OF COMMUNICATION TO PEOPLE WHO CAN SUPPORT YOU IN MAKING GOOD DECISIONS CAN BE INTEGRAL TO IMPROVING OVERALL DECISION MAKING.