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
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?
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.
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.
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.
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.
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.
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

1. MOOD
2. EMOTIONS
3. VISCERAL
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).
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.
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.