Effective Decision Making Skills

1. **Describe and understand the problem**.

2. **Describe the desired outcome**? Be as specific as possible about your goal. Think long term and short term.

3. **What are the personal and other forces blocking you from achieving your goal?**

4. **List as many solutions or courses of action as possible. Choose the three** most likely to succeed.

5. **Carefully consider each of the three chosen solutions.** What are the pros and cons? How do they fit with your goal? Which appeals to you most and why?

6. **Select the best solution.** Take time to relax and let it "sink in". Let go of the other options.

7. **Commit yourself wholeheartedly** into carrying out the decision. Make a plan and schedule time to make it happen.

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