

# The Decision-Making Process

## 1. DEFINE THE DECISION

- Redefine problems as opportunities
- Frame the decision in several ways

## 2. LIST ALL POSSIBLE OPTIONS

- Brainstorm as many options as possible
- Keep an open mind
- Seek other points of view

## 3. GATHER INFORMATION

- Research the situation
- Seek advice from knowledgeable people

## 4. ASSESS THE CONSEQUENCES

- Weigh the pros and cons of each option
- Use your values and goals as standards
- Be prepared for uncertainty

## 5. CHOOSE ONE OPTION

- Focus on one central value or goal
- Be prepared for conflict
- Decide!

## 6. ACT

- Commit yourself through action
- Be prepared for regret

## 7. EVALUATE YOUR PROGRESS

- Learn from experience
- Prepare for new decisions down the road