

SITE SPECIFIC LEADERSHIP, INC.

Don'ts and Do's of Decision-Making

DON'TS

Indecision causes problems:

- It creates a hidden, below the surface, tension. You know you need to decide, but avoid it.
- Others know you are indecisive, you look weak.
- You learn to delay and act as if delay, is a strength. It is not.
- Indecision almost always creates a bigger problem.
- Indecision is an early step in the fear cycle i.e.: Not deciding leads to hesitation, which leads to doubt, worry and less confidence, which leads to fewer good ideas, more fear, less energy and then, new problems.

DO'S

Have a process. It will help you excel.

Good decision-making is 999 times easier when you follow a method. If nothing else, following a series of steps eliminates all the mystery around the situation. It also removes the pressure from you and places it on the process.

Try this experiment and process:

Take a predicament you are facing right now. Answer these simple questions in the order they are listed. Go as quickly as possible yet slow enough to get to the deeper answers. Make the assumption that you have great ideas on how to address this situation and that the process will help you generate a solution.

Elements of a good decision-making process: Answer all 7.

1. Why do you need to make a decision in the first place?
2. What will a decision address that is now an issue?
3. How do you know that you have defined the issue correctly (with as much logic as possible)?
4. What will this decision allow you to accomplish?
5. What will the decision allow you to avoid?
6. What do you have now that the decision must allow you to keep?
7. Rank priorities from 4, 5, and 6 to identify the criteria that will help choose the most acceptable decision.

Do not move onto making a decision until you are 99% confident that you have defined the problem correctly.

Action Idea:

Review several recent decisions using the above process. Any new insights?

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