

# DECISION MAKING 101 worksheet.

## THE TOOL.

P/S/C123. **PROBLEM**•Question / **SOLUTIONS**: S1,S2,S3 / **CRITERIA**•Goals•Needs → Decision

**PROBLEM:** \_\_\_\_\_

**QUESTION:** \_\_\_\_\_

**SOLUTIONS:** WRITE all the options FIRST Then → +pros. -cons. (c)concerns

D1. option1: \_\_\_\_\_

D2. option2: \_\_\_\_\_

D3. option3: \_\_\_\_\_

D4. option4: \_\_\_\_\_

main Goals,Needs,Purpose: \_\_\_\_\_

specific GOAL,NEED,want: \_\_\_\_\_

criteria, if needed: \_\_\_\_\_

D+ best option: \_\_\_\_\_

Reason: \_\_\_\_\_

Step1: \_\_\_\_\_

Step2: \_\_\_\_\_

Step3: \_\_\_\_\_

**NOTES:** (optional) •B.Thought. BB.Truth. •(c)concern BB.Truth. •BB. IF This then That.

You can start here if emotions are involved.

TEST the Thought, Statement. T/F



A. Situation → B. Thought → C. Feelings → D. Decision/Action

BB.Truth → C+ good Feeling. → D+ good Decision/Action

IF you change the Thought ↔ Attitude → then you change the Feeling and Action.

**C.my Feelings.** "why?" because of **A.my Situation.** and **B.my Thought.** BB. Truth. → D+ good Action

C. Feeling: \_\_\_\_\_

caution.

A. Situation: \_\_\_\_\_

B. Thought: \_\_\_\_\_

(T/F) \_\_\_\_\_

BB. Truth: \_\_\_\_\_

BB. God says... \_\_\_\_\_

D+ good action: \_\_\_\_\_

When someone gives advice or opinion: (advice is an opinion – maybe right, maybe wrong. TEST it)

B. He says That statement. \_\_\_\_\_ (T/F) BB. Ask him "why?" (get his reasons)

=B. That statement means/implies This statement ... (=B. in other words...) (=B. so you're saying...)

BB. Truth: \_\_\_\_\_

BB. TEST consequences:

BB. IF you do This then +pros. -cons.

BB. IF you do That then +pros. -cons.

# A QUICK OVERVIEW of the DECISION MAKING 101 method. **THE EXPLANATION**

SmartThink.

Wisdom is supreme; therefore get wisdom. Proverbs 4:7

## ...

### HOW DO WE MAKE GOOD or BAD DECISIONS?

We make many decisions every day — some good, some not-so-good.

 **Good Decisions:** Do what is right and good in thanks and praise to God our Creator, Redeemer.

IF it is right then do it. IF it is wrong then don't do it.

IF you are unsure, then say "I don't know. Let me think about it."  STOP!   TALK to GOD.

- Test the thought or statement. Is it True or False? What is the Truth?
- Consider all the options and all the pros and cons for each option.
- Choose what's right and best, not just what's easy or feels good.

PSC123

Benefit / Cost • Risk

 **Bad Decisions** happen when we:

- Rush or act out of anger or fear or emotion.
- Follow others without thinking.
- Don't think about the consequences.
- Believe lies, false assumptions or fallacies.

## HOW DO WE MAKE DECISIONS?

A. Situation: Something happens.

B. my Thought: My thinking about the situation. (self-talk)

C. my Feelings: How do I feel because of that thought?

D. my Action: What I do because of these thoughts and feelings.

 A. Situation →  B. Thought →  C. Feelings →  D. Action



### EXAMPLE:

A. Situation.

A. I didn't do well on a test.

B. my Thought.

B. I think "I'm stupid."

C. my Feelings.

C. I feel sad and embarrassed.

D. my Action.

D. I give up and don't try → (short term: easy) → -bad grades

BB. Better Belief: Truth BB. "I made a mistake. I can do better next time if I study harder."

D+ Better Action. D+ Study and ask for help → (short term: work) → +good grades

A. Situation → B. Belief: Thought → C. Feeling. → D. Decision/Action → Results

BB. Better Belief: Truth → C+ good Feeling. → D+ good Decision/Action → Results

## FIGURING OUT THE REAL PROBLEM. (Bad Feelings are signals that something is wrong.)

C. my Feelings: C. How do I feel? (feel bad, concerned, anxious, angry, sad, scared, unsure)

A. my Situation: A. Why do I feel bad? What is the problem/situation? What happened?

B. my Thought: (T/F)

B. What is my thinking about this situation? (my self-talk)

BB. Truth:

BB. What is the Truth or correct thinking? Test the statement (True or False?).

BB. God says...

BB. What does God say/want?

BB1. General Premise Test: IF this action → then this result. +pros. -cons. (BB2. opposite premise)

D+ Best Action: D+ What is the best action, based on these truths?

Problem → Question → Options → Pros & Cons → Goals/Needs → Decision. Evaluate in 1 month.

## THE EXAMPLE

PSC123. **PROBLEM**•Question / **SOLUTIONS**: S1,S2,S3•pros,cons / **CRITERIA**•Goals•Needs

**PROBLEM:** Anxious because Missed deadline at work because too busy. (I think my job is in jeopardy).

**QUESTION:** What's the best way to handle this situation?

### SOLUTIONS:

D1. Work extra hours → +short-term OK. -long term exhausting

Criteria: MSSPEL=BBCDCB, BAC

D2. Ask for help → +teamwork. +reduces stress

Criteria: MSSPEL=AABAAA, AAA

D3. Delay project → -causes stress. -harms others.

Criteria: MSSPEL=DCDDCD, FDD

main Goals: MSSPEL= helps me Mentally. Spiritually. Socially. Physically. Emotionally. Life Goals/Habits.

specific GOAL, NEED: Finish on time. Keep reputation. Show responsibility.

**CRITERIA:** MSSPEL. Finish on time, Keep reputation. Low stress. (from Goals, Needs, pros/cons)

D+ Best Option: D2. Ask for help

Reason: Meets goals, helps others, reduces stress, aligns with MSSPEL

Step 1: Ask for help. Step 2: Prioritize tasks.

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### C.A.B.BB

C. Feeling: Stressed, anxious, worried about reputation, frustrated with self

A. Situation: Missed deadline on an important work project. -people upset. -behind schedule.

B. Thought (T/F): "I'm a failure. I'm not responsible enough." → False

BB. Truth: Everyone makes mistakes sometimes; this one missed deadline doesn't define me. I can take steps to fix it.

BB. God says... "Do your best and seek wisdom; help and teamwork are good." (Proverbs 4:7, Galatians 6:2)

D+ Good Action: Ask for help from a coworker or supervisor, prioritize tasks, and create a plan to complete the project on time

ADVICE → ask WHY? → SO YOU'RE SAYING... → WHAT ABOUT...? → TRUTH → DECISION

When someone gives advice or opinion: (advice is an opinion – maybe right, maybe wrong. TEST it)

B. He says That statement. \_\_\_\_\_ (T/F) BB. Ask him "why?" (get his reasons)

=B. That statement means/implies This statement ... (=B. in other words...) (=B. so you're saying...)

BB. Truth: \_\_\_\_\_

BB. TEST consequences:

BB. IF you do This then +pros. -cons.

BB. IF you do That then +pros. -cons.

# PSC123 HOW to make the best decision.

## [1] PROBLEM

- Define clearly: include C.Feeling, A.Situation, B.Thought if helpful
- Use "because" to show root causes
- Example: "Anxious because missed deadline because too busy. I think my job is in jeopardy."

## [2] QUESTION

- Ask the right question to guide your focus
- Examples:
  - What's the best way to handle this situation?
  - How can I achieve this goal?
  - What should I do next?

## [3] OPTIONS / SOLUTIONS

- List all possible actions (D1, D2, D3...)
- Evaluate +pros / -cons / (c)concerns for each
- Rate each option according to criteria

## [4] GOALS / NEEDS

- Decide what are your main goals, needs and purpose in life. Talk to God about it.
- Decide what you want or need to achieve for this specific problem.
- Example: Finish on time, reduce stress, keep reputation
- Goals drive which criteria are important

## [5] CRITERIA

- Use your goals to set criteria for evaluating options
- Example: MSSPEL = helps me Mentally, Spiritually, Socially, Physically, Emotionally, Life Goals
- Can add specific goals as extra criteria.
- Can add +pros and -cons as extra criteria.

## [6] DECISION

- Pick the option that best meets your criteria and aligns with goals
- D+ Best Action: clearly state what you will do
- Reason: why this option meets goals, criteria, and aligns with wisdom

## [7] REFLECT

- After a week or a month, evaluate results. What worked (+pros). What to improve (-cons).
- Adjust as needed for next time. new PSC123.