

HOW TO MAKE A GOOD DECISION. (DM101 process)

[1] PROBLEM

- Define the problem: (What is bothering me?) Feelings because of Situation and Thoughts.
- What do I want or need?
- Use "because" to show root causes
- Example: Stressed because I have too much to do because I took on too many responsibilities.
I think I can't keep up. I want to reduce my stress and get the important things done.

[2] QUESTION

- Ask the right question to guide your focus.
- Examples:
 - How can I solve this problem?
 - How can I achieve this goal?
 - What are my options?

[3] SOLUTIONS / OPTIONS

- List all possible options (S1, S2, S3...). Brainstorm.
- List all +pros. -cons. (c)concerns for each option.
- (?) = Important Question / Unknown → Research. (check credible sources for more information.)
 - +pros = something good / avoid something bad. (benefit, advantage, upside)
 - cons = something bad / lose or miss something good. (cost, disadvantage, downside)

[4] GOALS / NEEDS

- Decide what are your main goals, needs, values and purpose. What is important to you?
- Decide what is your specific goal or need for this specific problem. What outcome do you want?
- Circle major pros and cons. $\oplus$ = major pro, $\ominus$ = major con. Ask "Is this helpful or harmful?"

[5] CRITERIA (if helpful)

- Use your goals, needs, values and major pros and cons to set criteria for evaluating options.
- Compare/rate each option using your criteria. (eg. S1.option1: A A B B C) or use a criteria grid.

[6] DECISION

- Pick the option with best outcome, that best meets your goals and criteria, with no major cons.
- S+ Solution (Do: best option): state the best option that has many major pros and few cons.
- Reason: Explain why this is the best option-main pros. (If you can't give a good reason, reconsider.)
- Steps to accomplish the chosen option

[7] REVIEW RESULTS

- After a week or a month, evaluate results. What worked (+pros). What to improve (-cons). Adjust.
- PS123-G = P → S1,S2,S3 → Goal
- PS123-G → Decision → Review Results → New PS123-G. (Continuous Improvement)



TEST THE THOUGHT/STATEMENT:

B. Thought. BB. Truth



COMPARE OPTIONS

PROBLEM: (Feeling, Situation, Thought) _____

(want/need/goal) _____

QUESTION: _____

SOLUTIONS: S1. option1 → (short-term result) → +pros. -cons. (c)concerns. \$cost. •irrelevant
S1. option1: _____

S2. option2: _____

S3. option3: _____

S4. option4: _____

S5. option5: _____

S6. option6: _____

main Goals, Needs, Values, Purpose: _____

specific **GOAL, NEED, WANT:** _____

criteria (if helpful): wise, love, Godpleasing, beneficial, _____

S+ Solution: (best option) _____

Reason: _____

Step1: _____ Step2: _____ Step3: _____

extra space for more options or B/BB thoughts. (B=Thought. BB=Truth)

B. Thought: T/F _____

BB. Truth: _____