











EMPLOYEE SERIES

Tips for decision making.

-  **Identify:** Identify and define the problem area/issue: Focus on present issues and think about the problem in its full context. The better defined a problem is, the easier to find a solution.
-  **Goal setting:** Identify what is it you want to accomplish. This should be clearly stated in a way which describes the benefits of achieving the goal.
-  **Be honest:** Take time to review your motivations, including the motivation to not to make the change. Understanding what gets in the way can help plan better.
-  **Facts:** Gather all the information for and against the decision at hand. The more time you take to gather all the information, the better your decision is likely to be.
-  **Consider each solution:** Examine your options as realistically as possible. Assess the main advantages and disadvantages of each one, identifying all the possible outcomes of each decision.
-  **Visualise outcomes:** Visualise the scenario and how you will manage. This can help eliminate fear of the risks involved. Pay attention to what your body is telling you
-  **Consider your values:** Is your decision congruent with your value system, your character, and your integrity. Consider short and long term consequences and determine if you are able to accept these outcomes.
-  **Get an outside perspective:** Consult a friend, colleague or health professional if it is difficult making a decision. This can help you see the issue from another perspective.
-  **Decision based on what is best for you:** Remember, there is no perfect choice. Consider whether you need to focus on a quick or a long term solution. For a quick solution, choose the solution that can be carried out most easily with your present resources such as time, money and skills. For longer term solutions, consider what resources may be needed.
-  **Evaluate:** Take time to review and assess your progress often. Validate positive results. Be open to new information and remember that you have the right to change your mind.