



EMPLOYEE SERIES

Tips for decision making

7 Simple Steps to an Effective Decision-Making Process

1. 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 it will be to find a solution.



2. Identify your values and goals



3. Generating all possible options

Keep an open mind, brainstorm all the possible solutions/ options/ decisions.



4. Evaluate the options

Identify what is realistic, the pros and cons with each option, including short and long term consequences/outcomes.



5. Make the decision

Prepare how you will implement it. For a quick resolution, 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.



6. Implement the decision



7. Monitor and evaluate the outcome

Did it work? Does it match your goal and is congruent with your values? Do you need to choose another option and try again?

If you would like to book an appointment and /or speak with one of our Counsellors, it's as easy as calling 1300 66 77 00 or New Zealand 0800 327 669 or visit our website www.accesswellbeingservices.com.au



- Don't let stress get the better of you:** It's easy to feel stressed out and anxious when you're facing a tough choice. You might tend to rush your decisions without thinking them through, or you avoid making a decision at all because the stress has put you off your game. If you're feeling anxious about a decision, try to manage your stress so that it doesn't cloud your thinking. Go for a walk on the beach. Hit up a yoga class or hang out with friends.
- Give yourself some time (if possible):** It's hard to think clearly under pressure. Give yourself the chance to sit on a problem for a while so that you can process your options and feel confident about the course of action you choose. Conversely, set a time limit for information-gathering, or you might never feel ready to make the decision!
- Visualise outcomes:** Imagine that the outcome has happened – how do you feel? How will you manage it? This can help eliminate fear of the unknown.
- Be Honest:** Take time to review your motivations including the motivation to not make the change. Understanding what gets in the way can help your planning
- Talk it out:** It can be helpful to get another person's perspective on your issue, particularly if they've faced a similar decision in their own life.
- Get an outside perspective:** Consult a friend, colleague or relevant professional if it is difficult making a decision. This can help you see the issue from another perspective.
- Values and goals:** Identify your value system and what you want to accomplish.
For more information:
https://thehappinesstrap.com/upimages/Complete_Worksheets_2014.pdf and the SMART model for goal setting: <https://www.mindtools.com/pages/article/smарт-goals.htm>.
- Label Your Emotions.** People are often more inclined to say things like, "I have butterflies in my stomach," or "I had a lump in my throat," rather than use feeling words, like sad or nervous, to describe their emotional state. Many people just aren't comfortable talking about their feelings. However, your feelings play a huge role in the choices you make. Studies consistently show anxiety makes people play it safe. So if you're nervous you may be less likely to take risks, whereas if you are feeling excited, on the other hand, you may overestimate your chances of success. Make it a daily habit to notice your feelings. Note whether you're feeling sad, angry, embarrassed, anxious, or disappointed. Then, take a minute to consider how those emotions may be influencing your decisions.

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