



PRECISION MAKING

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THE DECISION MAKING PROCESS IN 7 EASY STEPS

1: Identify the decision

You realize that you need to make a decision. Try to clearly define the nature of the decision you must make. The first step is very important.



Step 2: Gather relevant information

Collect some important information that you will need to make a decision. Who/what will this effect, how long will it take, what are the consequences of success and failure?



Step 3: Identify the alternatives

As you collect information, you will probably identify several possible paths of action. In this step, you will list all possible and desirable alternatives.



Step 4: Weigh the evidence

Think about your information and emotions to imagine what it would be like if you carried out each of the alternatives to the final step. Evaluate whether the need identified in Step 1 would be met or resolved through the use of each alternative decision. As you go through this difficult internal process, you'll begin to favor certain alternatives: those that seem to have a higher potential for reaching your goal. Finally, place the alternatives in a priority order, based upon your own opinion.



Step 5: Choose among alternatives

Once you have weighed all the evidence, you are ready to select the alternative that seems to be best one for you. You may even choose a combination of alternatives. Your choice in Step 5 may very likely be the same or similar to the alternative you placed at the top of your list at the end of Step 4.



Step 6: Take action

You're now ready to take some positive action by beginning to implement the alternative you chose in Step 5.



Step 7: Review your decision & its consequences

In this final step, consider the results of your decision and evaluate whether or not it has resolved the need you identified in Step 1. If the decision has *not* met the identified need, you may want to repeat certain steps of the process to make a new decision. For example, think of why your first decision did not work and how to fix it.