

The decision-making process

We make decisions all day, every day. Some of them are easy, like whether to put a jumper on if we're feeling cold, and some of them are harder or more complex.

Being able to make decisions well is a great skill to have in work and for your personal life. Next time you have an important decision to make, follow these six steps to help you make the right choice.



1. Identify the decision

Realise there is a decision that needs to be made and understand what it means.

2. Set a goal

Consider what you want to achieve from making the decision, and why that goal is important to you. You might have more than one goal, but try to keep it to no more than three as this could over-complicate the process.

3. Gather information

Find out everything you need to know that's important to the decision. This step can sometimes take days, weeks or even months.

4. Identify your options

Look at all the possible options and try to think outside the box. You could ask for input from a trusted colleague or friend to come up with more ideas.

5. Evaluate your options

Write your options down with pros and cons next to each. Look back at your goal and consider how well each option could achieve it.

6. Make your decision

Rank the different options based on their pros and cons and choose the best one.

Remember that you can go back and re-visit a step if you need to. Sometimes it's going back to change something earlier in the process that gets us the 'ah-ha!' decision-making moment.