



Routines drive up productivity. They turn actions into habits, so there is nothing to think about. A series of steps is consistently and consciously repeated until they become habits. This leads to quick and efficient processes, sometimes called standard operating procedures (SOPs).

While the topic of a decision may vary occasionally, the process doesn't have to. The following five-step system can help you make wiser and quicker decisions.

1. Identify the Situation

What do you need to do? Be as brief as you can while also mentioning any details or specifics. Describe the decision objectively. The idea is to leave your emotions on the sidelines.

Imagine that you have been unceremoniously fired. You have never been caught more unaware of a situation. You must leave your workplace immediately, with no severance pay. What are you going to do?

A million things are going through your mind. You want to talk to your boss, your manager, your coworkers. You have so many questions. As cold as it may sound, you only need to think, "I am unemployed. Where am I going to start working next?" Remember, embrace the bare bones of the issue.

2. Do Your Homework

Will you need specific tools or resources to help you make this decision? Do any necessary research. Will you need people with skills or abilities you don't have? Gather all the relevant information you can.

3. Weigh Possible Options

Identify any sensible alternatives to the course of action you are considering. Take some time here. Don't rush through the process. Be objective. Think logically rather than emotionally.

Play the "what if" game and use all the information you have to try and predict the outcome of each option. Think results instead of opinions.

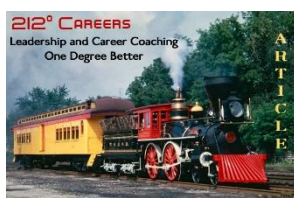
4. Make a Choice and Take Action

This is the hardest part of the process for many people. Choose the best option and take action. You have done the necessary groundwork; now, you have to make a decision and put it into action.

5. Review and Revise

Monitor the results you create. Don't fall in love with a decision if it leads to a terrible outcome. Revise the decision you made if it makes sense.

That is a proven five-step process for becoming a better decision-maker. It removes emotions, personal preferences, and psychological factors from the equation. Your decisions are based on logic and reason, which, most of the time, means higher productivity and better results.



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