



DECISION MAKING TIPS – part 2

[edited from the files of RFABC Project Manager, Chris Nelson]

As a sequel to Part One in our Spring Issue of Facility to Facility; Part Two of Decision Making Tips takes us further into some of the simple intricacies that will hopefully allow you to function more efficiently not only in your work environment, but life in general as well.

In our Spring Issue of Facility to Facility we left off with this last tip:

- Trust yourself to make a decision and then to be able to field the consequences appropriately.

Here are the remaining suggestions for your consumption:

- Don't waste your time making decisions that do not have to be made.
- Determine alternative courses of action before gathering data.
- Before implementing what appears to be the best choice, assess the risk by asking "What can I think of that might go wrong with this alternative?"
- Many decisions you make are unimportant-about 80% of them. Establish operating limits and let your secretary or other fellow staff members make them for you.
- Consider making the decision yourself in lieu of a group, but recognize the potential for less commitment by those affected.
- As part of your decision making process, always consider how the decision is to be implemented.
- As soon as you are aware that a decision will have to be made on a specific situation, review the facts at hand then set it aside. Let this incubate in your subconscious mind until it is time to finally make the decision.
- Once the decision has been made, don't look back. Be aware of how it is currently affecting you and focus on your next move. Never regret a decision. It was the right thing to do at the time. Now focus on what is right at this time.
- Mentally rehearse implementation of your choice and reflect in your imagination what outcomes will result.
- Brainstorming alternative solutions with your staff or others will gain fresh ideas and commitment.
- Discontinue prolonged deliberation about your decision. Make it and carry it through.
- Once you have made the decision and have started what you are going to do, put the "what if's" aside and do it with commitment.

Remember, just as people are different, so are their styles of decision making. Each person is a result of all of the decisions made in their life to date. Recognizing this and taking just some of the tips in our last two issues you will enhance your decision-making batting average.