

Mastering The Process of Making Positive *Decisions*

1. **Accept the fact that you might just mess it up... or blow it:**

Every decision is a “*Risk*,” meaning that you may experience some failure. What’s worse, a bad decision is the agony or not making a decision at all. By not making the decision, you have actually made a decision and that decision is no decision at all. A rule of thumb, if you are not failing occasionally, you are not taking enough “*Risk*.” So, when you mess it up, take it as learning experience. When you do fail, just... “Start Over.”

2. **Remember, you can always change your mind:**

Decisions are not only adjustable, but also revocable. Accept the fact and be comfortable that you cannot know for sure. Don’t sacrifice your credibility by having the attitude... “Let’s try”... (Say it “DECISIVELY”). If it goes against you; just “Change or Adjust.” (**Again, do it DECISIVELY**). Taking risks and knowing when to cut your losses in your life, career, and workplace is a great combination.

3. **Don’t fall into the trap of: “I’ll wait until I have all the facts”:**

You have probably heard of the “Paralysis of Analysis”... This is where we are given all the facts and then we are tested on them. In our lives and career, you almost never have enough information to make the decision. I am not saying you can forget the facts, but, in making a decision, you may not have the luxury of waiting. Therefore, the decision must be made. Don’t get hung up on the impossible task of gathering all the facts.

4. **Break your routine and usual thought pattern:**

We human beings love repetition, down to rhythms in music and patterns in the physical world. The only definition our mind knows is what we tell it, which is called conditioning. This tendency is the very basis of learning. We tend to go with the tried and true instead of an opportunity to create new solutions. Getting out of your comfort zone by shaking up your comfortable and familiar patterns is one of the principles of creative decision-making. Sometimes a change of scenery is all that is needed to snap you into a more decisive mode. Try it yourself, by driving home from work using a different route, sitting outside at lunchtime, or just taking a walk in the country for the purpose of making a major decision.

5. **Respect Your Intuition:**

Remember those hunches you never acted upon. Yes, you must take those feelings seriously. Hunches are not random; they are a result of accessing the vast knowledge and experience in your subconscious mind. When something “looks right” but “feels wrong,” or vice versa, it is a sign to pay close attention. Start keeping a mental record of those feelings and you will develop a confidence of reacting to your intuition.

6. **Check Your Values:**

Ask yourself the following questions, “Does this decision reflect what I know to be right?” If more individuals make this decision, would the world be better or worse?” Will this decision compliment my self-respect and the respect to others?” Continue checking one’s value system. Once you can answer these questions honestly, your final decision will be the “*RIGHT ONE*.”

7. **Do not be afraid to seek the opinion of others:**

Ask around; Ask your associates, coworkers, boss, customers, friends, students what they think of your decision. This is not just to be used to change your decision but to confirm the fact that the decision is right. If you do ask the opinion of others, be careful not to telegraph your own. State your case, then, “*Shut Up*” and “*Listen*” to their opinion with respect. Always remember you have the final responsibility for every decision you make.

8. **Seek the advice of an expert:**

In serious matters when there is a lot on the line, do not react to it with a rushed decision. Make that quick call to a mentor, pastor, priest, rabbi, or authoritative figure you hold in high esteem. This individual can give you the right information you need to make a decision. At times, this may take more time, but can minimize your risk. Remember that seasoned individuals know how to build a trust from their *TEAM* of *EXPERTS*.

9. **Let someone else decide:**

You . . . “Cannot” delegate the ultimate responsibility, but in many cases, you can delegate most of the work. We remember when we had to select between two phone systems that appeared to be equal in quality and options for the company. We urgently needed to decide, but no one had the time to research and compare different systems. So, we delegated the job to a member of our team. They conducted a Needs Analysis and reported back to the main decision-makers. Then your can call for a decision and the right decision will be made. Ownership of the decision was never transferred, it was supported.

10. **In the process of making decisions, learn how to handle the rejection and failure:**

Failure is not the cancer that destroys us; the cancer that destroys us is the reaction to a failure. Do not allow your past failure to destroy your future successes. Whenever you think that you have fallen flat on your face, it is okay, for at least you fell forward. Yes, always looking for the bright side in all that you do.

As a suggestion, consider the following *ATTITUDES* towards failure and rejection:

- a. I never see failure as failure, but only as: A learning experience...
- b. I never see failure as failure, but only as: An opportunity to practice my techniques and perfect my performance...
- c. I never see failure as failure, but only as: The negative feedback I need to change the course of my direction...
- d. I never see failure as failure, but only as: An opportunity to develop my sense of humor...
- e. I never see failure as failure, but only as: A game I must play to win...
- f. I never see failure as failure, but only as: An opportunity to love and forgive others and myself...

Thank You

MUCHAS GRACIAS

Thank You

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