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# Foreword

Decision making is a huge part of the daily functional life of any individual, thus learning how to effectively make decisions are worth exploring. Though the experience of making decisions can be somewhat paralyzing at times it can also be fairly easy once the art is learnt and practiced regularly. This book will get you on your way.



## ***Decide To Decide*** Guide To Arriving At A Decision

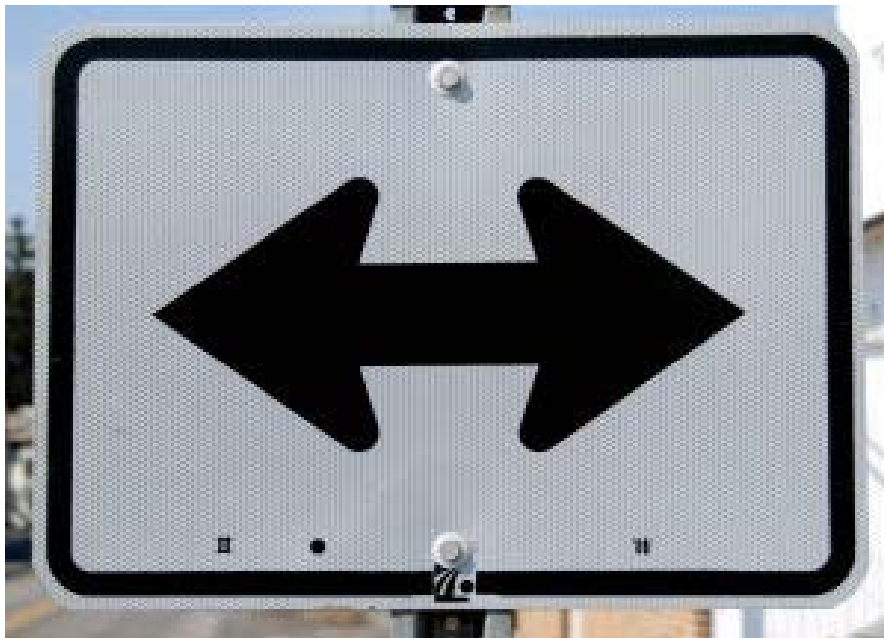
# Chapter 1:

## *Making A Decision Basics*

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### Synopsis

Perhaps some elements to explore first, should be the things to avoid or identify as negative when trying to effectively make a decision. Wanting too much certainty or a high level of positive elements to be apparent before acting on the decision making will eventually cause the individual to stall and even avoid the decision process altogether.



## **The Basics**

Perfectionist types often fall into this category and this causes serious problems especially with regard to making business decisions. Making decision under emotional or whimsical mindset is also something to be avoided as the thought process at this point is often unclear and prejudicial.

Another folly is the need to have lots of edification before making the decision. Some people are simply reluctant to decide on anything without the consensus of the masses.

Most wise people learn from their mistakes and exercise better judgments when making decision the next time round and this is a very valuable lesson to learn instead of continuously making the same mistakes.

Making a conscious effort to make a decisive decision before moving on to the next endeavor would be a good habit to build upon. Refusing to overly focus on every small detail does eventually help in the process of making a decision promptly and effectively.

Avoid second guessing every thought and action that may result from the decision made. Accept the possible degree of things not going as planned and make the decision to move on anyway. Sometimes effective decision making requires the individual to take certain levels of risks, therefore being overly cautious and sensible can be stumbling block.

# **Chapter 2:**

## ***Nail Down The Problem***

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### **Synopsis**

Understanding the problem first is perhaps the most effective way of ensuring a suitable solution is found or at the very least the problem is rationally considered. The process of collecting as much information as possible to assist in the process of identifying the problem should be the first course of action. Jumping to conclusions without the relevant information to back such assumptions will only lead to more problems and complications.



## **What's The Issue**

Several techniques can be used in the quest to nail down the problem, some of which may include direct observation of the situation at hand, a consensus of the styles being currently used, brainstorming, data analysis and many more.

Using previous case studies as a possible link to solving the problem is also another way to finding solutions. Analyzing the problem and being ready to consider the range of solutions available should help lessen if not completely solve it.

Having adequate resources available in terms of budget, expertise, information and other helpful elements does help lessen the pressure considerably, thus giving all concerned the leeway to better achieve a solution.

Some find that describing the problem in detail gives better understanding to the overall picture of the true situation at hand. With this clearer picture of the problem evident, the solution can be better tailored to suit the problem solving exercise.

In other cases it was found that having a clearly specified list of problems that could possibly be linked or cross referenced to the problem at hand proved to be very useful indeed.



When starting out on any endeavor it would be somewhat of an advantage to also take some time to note possible problems that might arise through the course of the set up exercise and have the necessary solutions at hand to ensure there are no serious repercussions.



# **Chapter 3:**

## ***Identify And Evaluate Alternatives***

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### **Synopsis**

Selecting solutions without proper identification and evaluation of the problem at hand can be costly and eventually contribute to an even bigger mess, thus there is a need to carefully consider each aspect of the problem individually and collectively before any firm action is taken.



## **Figure It Out**

When in search of the best and most desirable solution not to mention a cost effective one, as analysis of the opposing factors and complimenting factors should be taken into consideration.

Ideally multi-purpose programs and exercises should be presented before any firm action is taken as the more alternative presented the more viable options become available to ensure the best course of action is chosen.

A comfortable and balanced solution can be easier to find if all alternatives are simultaneously viewed and their individual impacts are monitored.

Basically the evaluation process should not function as a justifying tool but more as a refinement tool to any alternative option chosen.

Ideally several opposing and complimenting disciplines should work together to compare and investigate thoroughly any alternatives presented through the various analytical techniques already in place.

However being open to explore other techniques which have yet to be tried should also be considered, however this should only become a viable option if the necessary supporting data on all possible outcomes are fairly clearly outlined.

Also to be noted at this point, is that all analysis done are definitely going to be subjected to variables depending on the main aim of the decision making process.

Most evaluations are done based on the driving factor behind the decision that needs to be made. These decisions may include the need to improve on a service or product or to simply correct an existing problem which is causing loss of revenue or production time.

Knowing all the alternatives available makes the decision making more effective and workable.



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