



Thinking: Decision Making

ESSENTIAL SKILLS TIP SHEET

Use these practical tips to help you improve your **thinking** skills:

Decision Making

Before making a decision:

- ✓ Keep an open mind and consider all the options available. Ask questions like "which option will best meet my objectives?" and "what are the potential impacts of a particular option?"
- ✓ Consider all the information that is available and write it down. Use tools like a Venn diagram to organize the information and help you visualize the best choice.
- ✓ Ask others for their advice. They may have made similar decisions in the past and can share their experiences.
- ✓ If your decision is going to affect others, it is important to find out about their concerns and needs. Keep them informed throughout the decision making process so that they understand why and how the decision was made.
- ✓ Reflect on your own past experiences (e.g. think about what helped you make a decision in the past and how that might help you make the best decision this time).