

WORKPLACE WISDOM NEWSLETTER

Make up your mind!

**Making decisions can generate internal frenzy!
Right?**

Everything is going great. We're all happy. The family's doing well.

Then...up jumps a big dilemma!

How many times has this happened?
A decision must be made, and I must make it!
I can study a situation until I confuse myself!
I'm not necessarily a risk-taker, but I'm not afraid either.

Sometimes we all get slowed down by over-analyzing.
My husband calls this "analysis paralysis"!
He has taught me to be a better decision maker.
Today, I accomplish much more on any given day!

We are all faced with decisions that involve risk:

- A special field to pursue in education
- A time to move out of the house and go on our own
- A special person to spend the rest of our life with
- A time to start a family
- A particular job – to apply for it, to stay in it, or to leave it
- A place to live – the location and the type of house
- A stock that lures us to buy, sell, or hold
- A time to retire
- A next step that we must take...

- And so on...

**Failing to take risks for "fear of making mistakes"
may be
the most dangerous type of mistake you can make!**

Here are some tips for future decision making:

1. Do I have to make this decision?

Sometimes you must make the decision all alone.
Sometimes you need others to help you make it.

2. What do I have to decide?

Pin it down and write it on paper.
Isolate the main decision from all of your feelings.

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3. When must I make the decision?

Some decisions can wait until there is more information.
Some decisions must be made immediately.
Sometimes things can be solved by just waiting.

4. What else do I need to know?

Gather the facts...and remember, you'll never have 100% of the facts.
Evaluate what information is missing.
Consider the consequences of each possible solution.

5. Reach a decision.

List your "pros and cons".
Normally, your decision will be the one with the most "pros".

6. NOW, EXECUTE YOUR DECISION!

**As you repeat these steps over and over again,
you'll develop the ability to make better - and quicker - decisions.
You'll get very good at it!**

**A clear-headed decision maker is extremely valuable in today's fast-
paced environment.**

**Time spent in "pondering" is nice...but not always available to us.
Tip #6 is absolutely necessary!**

The lessons for us all?

- 1. Practice, every day, making good decisions quickly.**
- 2. Realize that nothing happens until YOU EXECUTE your decision.**

**A planner is a only a "dreamer" until he executes his plan.
A planner that executes (and does it quickly!) leads the field.**

**EXECUTE YOUR PLAN.
BE A DOER!
MAKE POSITIVE THINGS HAPPEN!**

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