

Building the Skill of Decision Making

Objective:

The purpose of the document is to help you build the skill of decision-making. The better you get at making decisions, the better decisions you will make.

Process:

There are two ways a person can improve the skill of decision making; the informal way and the formal way.

To build the skill of decision-making informally, say the phrase “you can’t go wrong doing right” when a quick moment of indecision or temptation arises.

To build the skill of decision-making formally, we use a system. The system we use to build the skill of decision making is as follows:

1. Clarify the desired outcome
2. Clarify your options
3. Pause and align
4. Act with courage

This document will go through several scenarios to help you familiarize yourself with the skill. We will go through both the informal and the formal methods.

Payoff:

Improving your decision-making skills will help you make better decisions in life.

Additional Background Information:

Here is more information about each component of the system:

1. Clarify the desired outcome
 - a. By clarifying the outcome, you clarify what information matters in this situation. The only parameter here is that the goal must be true and moral.
2. Clarify your options
 - a. By clarifying your options, you can limit the information you have to consider. With clear options, you can discern right and wrong more easily. Only two options are preferred, but no more than three options.
3. Pause and align
 - a. Here you take a moment to assess the situation and pick the option that aligns the closest to the truth/ your desired outcome.
4. Act with courage
 - a. Say the phrase “***you can’t go wrong doing right***” and act with courage. You can have confidence because you have clarity. You know which path will get you to your destination, and you can’t go wrong following the right path.

What do you need to make a good choice?

1. Confidence (Doubt influences this)
2. Good information (Paralysis by analysis or too little information influences this)
3. Truth (Double-mindedness and lies influence this)
4. Courage (indecision and temptation influence this)



Do you need all of these to make a good choice?

1. Confidence? Not necessarily. You can make a choice and not have confidence. But the more confident you are in a decision, the more likely you are to make the right decision.
2. Good information? Not necessarily; you can get lucky. However, the better your information, the better chance you have at making the right choice.
3. Truth? Yes
4. Courage? Not necessarily; some choices don't require courage. Most big decisions, however, do require courage.

Building this skill will allow you to remove negative behaviors such as:

- Consistently anxious about how your choices will impact your future
- Consistently make poor decisions concerning yourself and others
- Second-guess yourself frequently
- Consistently make poor decisions concerning sin

Building this skill will allow you to implement or improve positive behaviors such as:

- You make confident decisions concerning yourself or other people
- Consistently make good decisions concerning yourself and others
- Vision for your future in relationships: You know where relationships should go and how you can get there
- Consistently avoid sin

Additional Resources:

Video Playlist = <https://youtube.com/playlist?list=PLfi2FKt-hTKaFkF5kj8nCI-ZAUtgU1j4m>

Remember, decision-making is half information, half emotional. Gain clarity in both areas to make the best decisions.



Building the Skill of Decision Making (Informal Method)

Read each scenario. After reading each scenario, say the phrase “*you can’t go wrong doing right.*” Then write down the right thing to do after each scenario.

Scenario:

1. You walk out of the store and remember the cashier forgot to scan your pack of water.
 - a. What should you do?

2. You are watching your weight, but you see a cookie and want to eat it.
 - a. What should you do?

3. You are tempted to skip to the end of a company training video because it would save you so much time and energy.
 - a. What should you do?

4. You want to cheat on a test.
 - a. What should you do?

5. You ignore your overdue student loan bill.
 - a. What should you do?

6. In Mcdonald’s, you are tempted to fill your cup with Orange Hi-C, but you asked for a cup of water. You got the free cup for water, but a drink should cost you some money.
 - a. What should you do?

7. You want to comment on the post that you know is passively-aggressively talking about you.
 - a. What should you do?

8. You don’t feel like waking up at 2:00 am to pray, but the Holy Spirit wakes you up at 2:00 am to pray.
 - a. What should you do?



Building the Skill of Decision Making (Formal Method)

Review the following scenarios. Work through the system for decision-making for each scenario. Refer to the additional background information section for help if you have any questions.

Eating Right:

You have been working for the last month to eat healthier food. You have cut back on candy, fast food, and late-night eating. Eventually, you get to the point where you have a salad every lunch instead of going out to eat with your colleagues. You desire to get your blood pressure to 110/70, and you are making great strides. Unfortunately, one day you left your lunch at home. That same day, there was a surprise office pizza party to thank everyone for their hard work. Everyone was encouraged to stay at the office and enjoy the pizza and fellowship with the people they work with. Your hunger level is on a 10 out of 10 as well. What should you do?

1. Clarify the desired outcome

1. What is the goal you want to walk towards?

2. Clarify your options

1. Write out option # 1

2. Write out option # 2

3. Pause and align

1. Write down the option that will best take you towards your goal and why.

4. Act with courage

1. Say the phrase "***you can't go wrong doing right***" and execute.

Business Deal:

You run a successful financial advisory firm in your community. One day you and one of your top clients, Greg, finish up an in-person meeting. You agree that a purchase of stocks would be in your client's best interest. You begin the transaction. As you complete the transaction, you can't help but get excited. This transaction will help your client, who is one of your closest friends, and it will also help you. The commission from this stock purchase will help your business stay afloat. For the last six months company has been running at a loss. A commission this big would pull you even and even give you breathing room for months to come. As you finish the paperwork, you and Greg talk about His upcoming trip to Europe. It will last about three weeks and be filled with business meetings and a little fun. You end the meeting and go to sleep that night, thankful for the day's events. As you get ready to turn in the paperwork the next day, you realize that you missed a signature.



You call Greg and tell him about the missing signature, but unfortunately, Greg is boarding the plane, and take-off is about to happen in the next few minutes. Greg tells you that you can just forge his signature. You have known him your whole life, and he trusts and respects you greatly. After all, Greg says, "I already gave you my permission to enact the transition with all of the other papers that I did sign. What's one missed signature?" What should you do?

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Dropped Money:

Leaving the grocery store, you see a \$100 bill on the ground. About 50-100 yards away, you see a lady with three kids putting her groceries in her car. The money could be her's, but it's hard to tell. Do you keep the money, or do you go ask her if she dropped the \$50?

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2. Clarify your options

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3. Pause and align

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Career Path:

You have been working your marketing job for the last ten years, and it has been a great job. However, for the past three years, you have felt out of place at your job. It’s not that you are discontent with your colleagues or your supervisors. If you were honest, you haven’t felt out of place; it’s more like you feel out of purpose. If someone were to press you, you would tell them that you felt like you should be a business owner in some form or fashion. As a marketing director, you have been working with business owners for years, and you have always envied the courage and tenacity of successful business owners. You could stay in your current job or pursue your more authentic calling as a business owner.

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Working with Your Employees:

It’s been about a year since you hired Jeffery. He had come to your company as a highly regarded salesman. He was the brother of your friend and most significant client. Your friend who recommended Jeffrey also referred a receptionist to you, and she has been wonderful. After a year, however, Jeffery was not working out like the receptionist had worked out. He was always on time for meetings, but he was consistently disengaged during the meeting. He hit every sales goal you asked him and his team to meet, but the customer service problems that



followed Jeff's sales killed any momentum made by the sale itself. Whatever revenue generated from the sale was quickly eaten up by lost recurring customers and paying for other customer service issues.

Jeffery also had the kind of personality that made everyone walk on eggshells. The last project anyone wanted to make a mistake on was one that Jeff was involved in. He often blamed other people when issues were brought to him, and he rarely seemed to take any meaningful responsibility. Overall, he just doesn't seem to be a team player. After several individual conversations addressing his behavior throughout the previous year, things aren't getting any better. As the leader of the company, you have a decision to make. Do you have a conversation with Jeff and tell him that you think it would be best if he sought other employment opportunities or keep him around for another year and try to make it work? If you ask him to pursue other job opportunities, you risk damaging the relationship with your biggest client. If you keep him around, you risk causing further damage to your office culture and your reputation in the community. Plus, the time it will take to replace Jeffrey will also hurt the company's revenue.

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Drinking Alcohol:

You have been trying to stop drinking for the last six months. Every time you drink, you end up making poor choices. Many times, you end up depressed as well. You are thinking about calling your friend for help, but you just delay that phone call. You have prayed about drinking, but you still go back to the bottle. After a particularly heated argument with your mother, you hang up the phone in frustration. You see a bottle of alcohol about 20 feet away from you.



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Spouses:

You and your spouse just got into a heated argument. Your spouse has had a tough few weeks at work, but you have had a tough few weeks at home. The internal frustration you both have finally boiled over into an argument. The argument got so bad that you had to go for a walk just to cool down.

1. Clarify the desired outcome

1. What is the goal you want to walk towards?

2. Clarify your options

1. Write out option # 1

2. Write out option # 2

3. Pause and align

1. Write down the option that will best take you towards your goal and why.

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Reflection:

Reflect on a problem that created indecision for you from the previous week. Run the problem through the system for decision-making and see if you can develop a solution (or a better solution) to the problem.

State the Problem:

1. Clarify the desired outcome

1. What is the goal you want to walk towards?

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3. Pause and align

1. Write down the option that will best take you towards your goal and why.

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Anticipate:

Look forward to the next seven days. In the next seven days, what problem do you see that may create indecision in you? Run the problem through the system for decision-making and see if you can develop a solution.

State the Problem:



1. Clarify the desired outcome

1. What is the goal you want to walk towards?

2. Clarify your options

1. Write out option # 1

2. Write out option # 2

3. Pause and align

1. Write down the option that will best take you towards your goal and why.

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