



## **Decision Making**

Some people think decision making is an art and those gifted in it make good decisions. On the contrary, decision making is very much a science and everyone can learn it with some simple rules.

First there is a situation or a problem that needs to be addressed. So we go through the steps to resolve the issue and come up with multiple answers or solutions. Now we face the challenge of choosing the “right” solution. Here are the simple rules.

- ◆ Create a decision criteria by identifying our “needs” and “wants” from the “right” solution and write them down.
- ◆ Every solution must satisfy all of our “needs”. Any solution that does not meet even a single need must be eliminated. Therefore choose your “needs” carefully.
- ◆ The remaining solutions now need to be compared using our “wants” list. Make a table and list all wants in the first column. Then label tops of the columns two, three and so on with as many solutions as we have to compare. Going down each solution column, assign a score between 1 and 10 against each want, based on your judgment as to how well it meets this want. Assign 1 for barely meets vs. 10 for meets perfectly. Complete all columns.
- ◆ Now add up all scores for each solution at the bottom. The solution with the highest score is the “right” solution. If two solutions score equally high, go back and recheck your want scores for these solutions. If they still have the same total then you have two “right” solutions.

Making decisions using these simple rules eliminates the possibility of making wrong decisions based on the gut feeling or emotions. This process takes surprisingly short time and works well for individuals as well as a group.