





Module 3 – Problem Solving

Topic 3: Decision-Making

Session 2

“ Introduction

The decision making process is the method of collecting relevant data, evaluating options and making a final decision.

In this session, we will explore **the external factors that can influence the decision making process** and how to counter them. We will also define the **role of timing in decision making** to help you make key decisions in a timely manner.





Outline

A- Factors that impact decision-making

B- Decision-Making in 5 easy steps: Step 1 -
Timing

An aerial photograph of a sailboat on a dark blue, textured sea. The boat is small and positioned on the left side of the frame, moving towards the bottom.

A- Factors that impact decision-making



A- Factors that impact decision-making

▶ Decision fatigue



A- Factors that impact decision-making

▶ To counter it:
Make the decision when your energy levels are high.



A- Factors that impact decision-making

▶ Distraction



A- Factors that impact decision-making

- ▶ To counter it:
 - Unplug your phone and stay away from media and news for a set time during the day.



A- Factors that impact decision-making

▶ Multi-tasking



A- Factors that impact decision-making

- ▶ To counter it:
 - Focus on one task at a time during a set time of the day.





A- Factors that impact decision-making


▶ Emotions



A- Factors that impact decision-making

▶ To counter it
Allow your mind to calm down before
you send an email or a message...



An aerial photograph of a sailboat on a dark blue, textured sea. The boat is small and positioned on the left side of the frame, moving towards the bottom.

B- Decision-Making in 5 easy steps: Step 1 - Timing



B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

How long would it take you to pick an item on the menu or to choose if you need to answer this call while working?





B- Decision-Making in 5 easy steps

Step 1 - Timing

► Setting a time frame

Satisficers would pick the first item on the menu that is “just fine” in less than a minute.



B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

Maximizers would spend half of the evening reading the menu.



B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

Which one is a good decision maker?
Neither...



B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

- To help you set a time frame:
 - Write down any important date or deadline related to the decision





B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

- To help you set a time frame:
 - If there is no important date, create one as an ultimatum



B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

- To help you set a time frame:
 - Evaluate the losses in case of delays



B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

- To help you set a time frame:
 - Evaluate the time you need to collect data.





B- Decision-Making in 5 easy steps

Step 1 - Timing

▶ Setting a time frame

- To help you set a time frame:
 - Evaluate the time you need to evaluate data.



Thank you



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