

Making Decisions

Lesson 4.1



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You make hundreds of decisions every day.

Each **decision** is a choice you make about what action to take.

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Taking Charge of Your Future

Decision making is an important life skill.

When you make a decision, you take charge of your future.

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Decisions and Decision Making

- **Decision** = choice made from available alternatives
- **Decision Making** = process of identifying problems and opportunities and resolving them

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The Seven Steps of Effective Decision Making

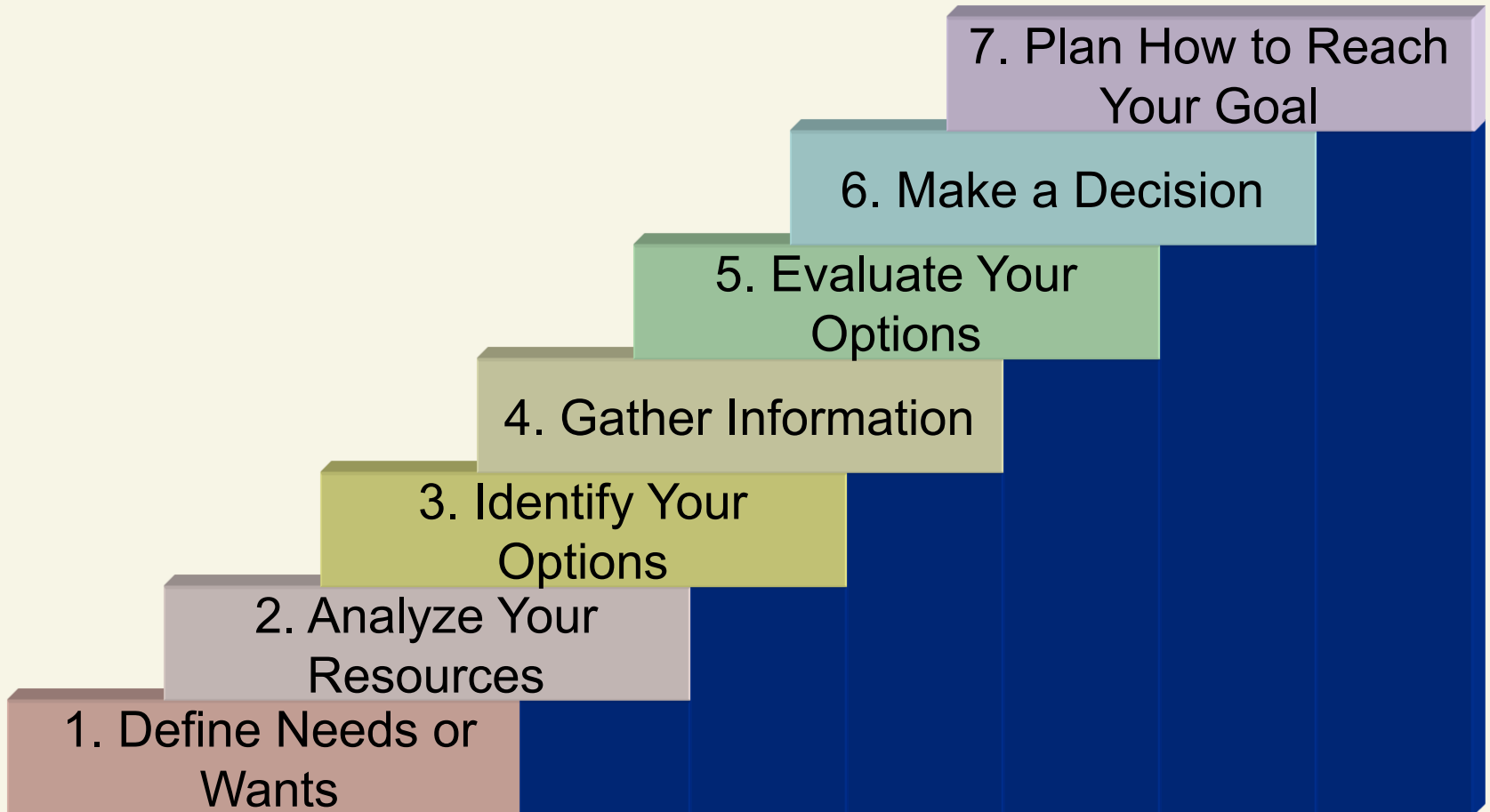
The hardest part about making an important decision may be figuring out where to start.

Making a decision is easier if you break the problem into smaller steps.

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Graphic Organizer Seven Steps to a Decision



Overcoming Problems

Even when you carefully follow the seven basic steps of decision making, you can run into obstacles.

An **obstacle** is something that stands in your way.

Never Give In to Obstacles

You'll run into obstacles as you face decisions.

The important thing is not to give up. Look for a way around the obstacles.

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Making Better Decisions

As you go through life, you'll get better and better at making decisions.

If you learn something from each decision, you'll make a better choice next time.

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Keep Practicing the Seven Steps

The more decisions you make using the seven basic steps, the more skilled you'll become.

With practice, you'll feel more comfortable using the decision-making process.

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Pay Attention to Everyday Decisions

Think carefully about everyday decisions, even routine decisions.

This will help you keep on track to your career goal.

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Recognize and Plan for Obstacles

Obstacles cause less damage if you recognize them early.

If an obstacle presents itself, figure out how to work around it and strategize a backup plan.

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Accept the Outcome of Each Decision

The **outcome** of your decision is its result or effect.

A new decision may have a different outcome.

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Be Willing to Change Your Decision

If circumstances change, be flexible and adaptable.

Adaptability is being able or willing to change in order to suit different conditions.

Check Your Attitude

Your **attitude** is your basic outlook on life.

If you have a positive attitude, you're already on your way to **success**.

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Forget About Luck

You don't need to depend on luck for your decision.

Take control of your life and what happens to you.

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Self-Esteem

No one knows your skills better than you do. If you don't speak up and tell people what you're good at, they may never find out.