

decisiveness

the ability to make decisions quickly and effectively

Being able to effectively make decisions in the workplace can make you a better leader and have a number of positive benefits for both yourself and your organization as a whole. Most people make numerous decisions every day, so knowing why decision making is important and how to improve your decision-making process may improve your overall work productivity and satisfaction. This article explains why it's important to know how to make good choices, key factors that are influenced by decision making and tips on how to improve your decision-making skills.

Why is decision making important at work? Decision making is often an integral part of a leader's role in the workplace. *Even if you aren't in a leadership position, your ability to make decisions can still have a positive or negative impact on your work-life as well as your company as a whole.* Being able to effectively make good decisions can provide a number of benefits. Examples of the benefits of making good decisions:

- Save time and resources
- Cultivate and maintain the respect of others in the workplace
- Improve productivity
- Prevent mistakes and risks

The better you are at making decisions, the more success you can experience in your position. Demonstrating your decision-making skills at work can be beneficial when seeking higher leadership positions as well as contributing to the achievement of objectives and goals in your department or company.

Here are some steps you can take to improve your decision-making skills in the workplace:

First, narrow down your options The fewer options you have available to you, the less overwhelmed you will feel when making a choice. For example, choosing between two different ideas to implement is much easier than trying to choose between 10. When possible, eliminate unrealistic or impractical options so that you only have to select from those with the most potential.

Second, determine how important a decision is and how much time it deserves Before you exert too much time on any one decision, rate each decision on its importance and choose exactly how much time you will spend on it. For example, decisions that hold little importance, such as the brand of ink you should order for your office printers, should not take up a full day of your time. However, more important decisions should receive ample time. Choosing how much time you give each decision before you begin the decision-making process can help ensure you spend your time wisely and give priority to the decisions that really matter.

Be as informed as possible The more research you do and information you have, the better able you are to be able to make an informed decision. Know what factors are involved in the decision and any other information you need to feel comfortable and knowledgeable when choosing. For example, if you are trying to decide between hiring one of two employees, take the time to learn all you can about each. How much experience do they have? Where did they go to school and what was their major? What have their references said about their work? You could also consider asking them to give you a sample of their work so that you can compare the samples to each other for a further understanding of their potential.

Avoid making decisions based on emotions Making decisions based on your emotions can lead to impulsiveness and poor choices. If you are emotionally attached to an issue or decision that must be made, refrain from making it until you can be objective about the matter at hand. Look at the facts surrounding the decision rather than how you feel about it and don't be afraid to ask for additional time (if possible) to ensure you are as clear-headed as possible.

Consider the pros and cons Understanding both the benefits and the costs that can arise from a decision can help you feel more secure and prepared when you make one. Every decision has at least one pro and one con. For example, if you are trying to decide whether to implement daily catered lunches for your office, a con would likely be the cost of these lunches, while a pro would be that it could boost company morale and employee appreciation. If money is an issue for your organization, you may choose not to make this decision or to alter the decision (e.g. only offer catered lunches once a week versus every day). However, if your organization is in need of improved employee appreciation and you are financially fit, this may be a good choice to make.

We make thousands of decisions a day. Making a choice is easy.
Choosing well takes knowledge and skill.



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