

## Session 3

### Worksheet 1 – Decision-making Traps

1. We are afraid we might fail so we don't think about succeeding and refuse to try (Afraid).
2. We think the decision is unnecessary because we believe we already know what to do (Know-It-All).
3. We put things off until the last minute so we don't have time to think about doing it differently (Procrastinator).
4. We trust someone else and follow them instead of doing our own thinking (Follower).
5. We don't want to do the work that something new may require (Lazy).
6. We are comfortable doing it as we always have done it and do not want to make any changes (Bull-headed).
7. We are afraid we might look dumb doing something new and someone might criticize us (Embarrassed).

When we notice one of these traps it is especially important to put your decision-making plan into operation and make a good decision. Otherwise these traps will show up time and time again and we will do nothing about it.

**Worksheet 2 – Guidelines for Decision-making**

1. Be sure you understand the situation, problem, or request. Write out the problem.
2. Think of all your choices (alternatives) of handling the problem. Write down at least 3 of your choices of ways to handle the problem.
3. Consider the consequences or results of each choice (alternative). Write down a negative and a positive consequence of the 3 choices you listed.
4. Which consequence(s) can you live with?
5. Which consequence(s) can't you live with?
6. Think about your priorities and how each choice fits in with what is important or right for you. Make your selection (decision). Write down your selection.
7. Be willing to take responsibility for your decision or action.

Some times you will make the wrong decision. If you make a mistake, be willing to admit it. Then put in the work it takes to make it right. It's never too late to do the right thing.