

Making Good Decisions Study Guide

How to Use This Study Guide

The Study Guide for this course is designed to help you take notes as you're taking the online course "Making Good Decisions". It is organized in sections that mirror the elements of the course, with plenty of room to make notes and capture your learning.

The use of the Study Guide is optional. Research shows that different people learn differently, and for many, the act of writing something down as you are learning helps to solidify the information in your brain. If you find the Study Guide helpful, use it. If not, feel free to omit it from your learning process.

Course Overview – Making Good Decisions

Decisions: we make them all the time. Some decisions are small and happen regularly: what to wear, what to eat for breakfast, or what type of soap to buy. Other decisions are larger and might happen only once: whether or not to marry; if we should change jobs or careers; or if we should make that big move out of state. How often do you stop to think about **how** you go about making these decisions? Do you know what factors go into making a good decision — or, for that matter, what common pitfalls might cause you to make a bad decision? There are many invisible forces that impact **how** you make decisions, as well as the **type** of the decisions you make. In the first part of this course, we'll explore how paradigms, assumptions, and biases influence your decision-making and might unknowingly prevent you from making good decisions. In the second half, we will go into strategies you can apply to make good decisions in your daily life and at work.

Learning Objectives – Making Good Decisions

By the end of this course, you will understand the following:

- What decision-making is and how it works
- Factors that influence decision-making and how to navigate through this
- How to make better decisions in your personal and work-life
- The necessary steps to making decisions

Making Good Decisions Study Guide

Decision-Making Paradigms

How do Paradigms Relate to Decision-Making?

EXERCISE: What is Possible?

Making Good Decisions Study Guide

5 Factors That Influence Decision-Making

#	Cause	Notes
1		
2		
3		
4		
5		

Journaling Activity: Working Through Biases

Making Good Decisions

Study Guide

How to Make Better Decisions

5 Steps in the Decision-Making Process

#	Step	Notes
1		
2		
3		
4		
5		

Making Good Decisions

Study Guide

Coping With Your Mental Heuristics

#	Strategy	Notes
1		
2		
3		
4		
5		

Business Decision-Making

Making Good Decisions Study Guide

Journaling Activity: Making Good Decisions at Work

Discussion Questions

Discussion questions are used by work groups who are taking courses concurrently and want to engage in a conversation about the course content. The use of discussion questions is optional.

1. Review the five types of mental heuristics that played a role in the decision. For each one write down a “yes” or a “no” for which heuristics affected your decision at the time. For each yes, how did it affect your decision? For each no, why do you think that heuristic did not affect your decision?
2. Show the list of five types of mental heuristics to a friend or colleague who knows you well. Ask them to identify which one is likely to influence your decision the most. Why do they say that?
3. Do you seek input from others before you make a decision? If no, why not? If yes, who do you seek input from? How is that person’s (or each person in a group) perspective different from yours?
4. How do you test the wisdom of your decision before implementing it? Do you look for conflicting information? Would this be helpful to gain more perspective on possible decisions?