

Proactive Decision Making 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 "Proactive Decision Making". 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 – Proactive Decision Making

This guide reviews the concept of proactive and reactive behaviors in depth. By bringing awareness to your decision-making process, you will become able to see how you've responded either proactively or reactively in previous situations in your life, while also applying what you've learned to future scenarios. This course will equip you with the tools needed to take greater responsibility for your life and in turn, be more proactive, more productive and ultimately, more successful.

Learning Objectives – Proactive Decision Making

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

- Develop an understanding of proactive and reactive behavior
- Learn the advantages of being proactive
- Learn the disadvantages of being reactive
- Learn when being reactive can be the appropriate response
- Self-reflect on where you are in the proactive/reactive spectrum
- Learn techniques geared towards becoming more proactive in your personal and professional life
- Take actions geared towards becoming more proactive

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What Does It Mean to Be Proactive?

Video Notes

What Does It Mean to Be Reactive?

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Advantages of Being Proactive

Advantage	Notes
Preparing for the Expected	
Preparing for the Unexpected	
Damage Control	
Making Time Work for You	
Suggested Habit to Cultivate: Clarity Break	
Preventing or Reducing Negative Outcomes	

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Disadvantages of Being Reactive

Advantage	Notes
Conceding Power	
Increased Risk of Emotional Decision-Making	
Problem Explosion	

Some Exceptions to Consider

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But it's My Job!

Proactive & Reactive - Independent Exercise

Results Analysis

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Circle of Concern & Circle of Influence

Language's Role in Being Proactive

Becoming More Proactive

_____ the virtue of being proactive is much more different than actually _____ it.

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Tips & Techniques for Increasing Proactive Behaviors

#	Tip	Notes
1	Pausing	
2	Being Empathetic	
3	Using Stimuli	
4	Exercising	
5	Getting Out in Nature	
6	Focusing on Learning	
7	Planning	
8	Being Disciplined	

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Email & Being Proactive

Activity: 30-Day Challenge

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. Describe the difference between being proactive and being reactive. Do you see yourself as proactive or reactive? Why do you see yourself that way?
2. Describe your process of planning for changes. How do you spend time planning for positive possibilities? How do you spend time planning for negative possibilities?
3. Describe a time when you had an urgent situation that on reflection, you realize you could have been better prepared for.
4. Do you use lessons learned from past situations when you faced unexpected change? If so, how do you incorporate that into future planning? If not, could such a process benefit your company? How would you develop such a process?
5. What kind of training do you provide for employees to help them anticipate both negative and positive change? This could be to anticipate both positive and negative changes.