

Steps in decision making

Identify the decision - state it clearly.

Gather relevant information - both self-assessment and from outside sources.

Identify alternatives - determine what the options are.

Weigh the evidence - determine if there is a belief that each option will achieve the goal and rank them in order of preference.

Make the decision - first individually, and then as a group. and then take the action.

Reflect - consider whether the right decision was made and what the consequences were, and how it might be improved upon next time.