

## Steps To Making Solid Decisions

### 1. **Define the decision**

Clearly state what it is that must be decided. Focus on the main decision.

### 2. **Review your values**

Remember that values are the beliefs that direct your behavior!

### 3. **Identify all of the potential solutions!**

No decision is without a number of options.

### 4. **Choose the solution that makes the most sense for this situation!**

Begin by eliminating those possibilities that will cause other difficulties or compromise your ethical principals/values.

### 5. **Review your decision periodically!**

Until the dilemma about which you are making the decision no longer exists, it is important to periodically review the decision you have made to ensure that you are still on the right course and do not need to make adjustments to your decision.

“Somewhere along the line of development we discover what we really are, and then we make our real decisions for which we are responsible. Make that decision primarily for yourself because you can never really live anyone else’s life”.

—Eleanor Roosevelt

## Group Decision Making: Tips and Tricks

1. Create a supportive environment where brainstorming, honest feedback, and risks can be taken.
2. Ask “how would you solve this problem?” or “what fresh ideas can you offer me?”
3. Let people know when you implement a suggestion.
4. Point out why particular ideas might not work in situations to continually encourage well thought through ideas.
5. As a group, follow the steps below:

*Step 1:* Identify the problem.

*Step 2:* Clarify your problem.

*Step 3:* Analyze the cause.

*Step 4:* Search for alternative solutions.

*Step 5:* Choose one or more good alternatives.

*Step 6:* Plan for implementation.

*Step 7:* Establish contracts and commitments.

*Step 8:* Follow through by evaluating results.

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## Decision Making



Whether its classes, student organizations, work, or friends; you will have to make decisions daily.

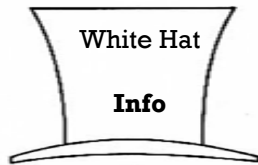
Learn necessary steps to make decisions for yourself and group members.

student *life*



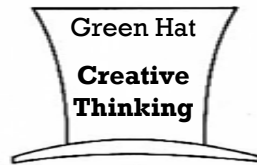
# 6 HATS OF DECISION MAKING

Use the Six Hats of Decision Making method to make sure you are approaching a decision from many angles and perspectives.



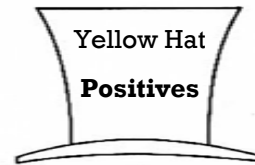
## **The White Hat: Just the Facts**

List any information you have right now. Remember to list information you still need to gather.



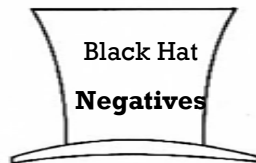
## **The Green Hat: Creative Thinking**

List all of the possibilities, alternatives, and new ideas that surround the issue at hand. Brainstorm and be creative!



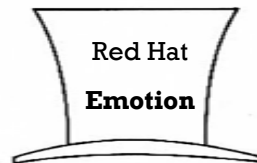
## **The Yellow Hat: Think Positive**

Look at the value and benefits that exist around the decision. Be optimistic! Also, think about known and potential gains.



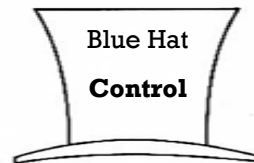
## **The Black Hat: Judgment**

Look for the difficulties and dangers in potential decisions. Think of reasons of why this may not work.



## **The Red Hat: Feelings and Intuition**

List all of your fears, likes, and dislikes in terms of the decision that needs to be made. This should be the only time you think of your feelings and emotions.



## **The Blue Hat: Control and Decision**

Wear this hat to make the final decision. Take all of the other hats into consideration.

## Ethical Decision Making

Consider the following questions when making a decision:

### 1. Is it legal?

- Will I be violating civil law or college policy? Legality also refers to policies and procedures of student code, building regulations, members expectations, etc.

- Each group member is responsible for both the integrity and the consequences of his or her own actions. No one should take part in any activity which would harm the organization or groups reputation and image.

### 2. Is it balanced?

- Does it promote win-win relationships?

- Is the decision going to be fair or will it heavily favor one part over another in the long or the short term? Will there be a "big winner" or a "big loser"?

### 3. How will it make me feel about myself?

- Will it make me feel proud?

- Would I feel good if my decision was published in the newspaper?

From the book The Power of Ethical Management by Kenneth Blanchard and Norman Vincent Peale.