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SEVEN STEPS TO HELP WITH DECISION-MAKING

Why?

Making decisions about your future isn't always easy, and good decision-making requires careful planning. You shouldn't make important decisions impulsively, but you also shouldn't spend too much time second-guessing them. Often, decision-making also requires action and reflection: you need to gather information about the decision in question, evaluate the different options, and rank them.

This exercise will help you consider your decision from different perspectives.

Decision to be made:

How?

The following pages show seven steps to start thinking about decision-making. You can work through them all in order or choose the ones that might be most useful to you.

This assignment is based on Virta & Salakari (2018): ADHD-aikuisen selviytymisopas 2.0



1. Matters related to decision-making

What are all the aspects involved in the decision you're making? They can be concrete (e.g., salary, moving to another city, interesting job duties) or abstract (e.g., excitement, uncertainty, enthusiasm). List these aspects below or on a separate piece of paper. If you can think of more things than there is space for below, continue your list on another sheet of paper.

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Are the items you listed positive, neutral, or negative? Add a +, -, or 0 after each item based on your opinion.

Which five of the items you listed are most important to you when making this decision? Use a symbol to mark them.

2. Possible solutions

Come up with as many different possible solutions to the decision as you can. At this stage, the suggested solutions may be bad or even impossible. The most important thing right now is to come up with as many as possible. You can continue the list on a separate piece of paper.

1.

2.

3.

4.

5.

6.



3. Elimination method

Which of these options would you be least interested in, or consider the worst option for yourself? Cross that one off. Then look at the remaining options again and think about which ones you could eliminate next. This will help you shorten your list.

4. Criteria for making a choice

Now go back to step 1 for a moment and think about which factors are most important to you in making your decision. Then review the solutions you proposed in step 2. Focus on the most important criteria. Can you use them to eliminate some of the options from your list?

5. Pros and Cons

Your list now has fewer proposed solutions than it did in the beginning. Write each idea on your list on a separate piece of paper. List the pros and cons of each one on that paper. Can you use these to narrow down your list?

6. Deadline

If your problem is overthinking decisions or striving for perfection, a time limit may help. Set aside a specific amount of time to make a choice or set a deadline well in advance by which you must decide. Remember that you can't know everything that will happen in the future: you decide based on the information you have right now.

Deadline for making a decision: _____

7. How do you feel right now?

How do you feel right now as you consider your options and this assignment? What kinds of feelings do the different options evoke? What might happen if you realize at some point that you've made the wrong choice? Take a few minutes to write down the thoughts in your mind in the box below. Remember, there are no right or wrong feelings or thoughts here: the important thing is that you stop for a moment to think about how you're feeling right now.

