

## **Unit #1 Decision Making / Lesson #11**

### **Making a Plan & Acting on the Decision**

**PURPOSE:** The purpose of this lesson is to make a plan and then acting upon the decision in a decision making strategy.

**OBJECTIVE:** Upon completion of this lesson, the participant will:

1. 100% of the time know that it is necessary to make a plan, after identifying and defining the problem, gather information by looking at alternatives, predicting outcomes and examining the risks.
2. 100% of the time identify the following as necessary components to any decision-making plan:
  - A. A primary alternative must be selected.
  - B. Contingencies identified for primary alternative.
  - C. Have an established time to review the progress of the decision.
  - D. A secondary alternative must be in reserve.
  - E. Contingencies identified for secondary alternative.
  - F. Effective date/time established for the decision.
3. 100% of the time recognize that without acting on a decision making plan, that a decision still has been made with the default method.

### **PROCEDURE:**

1. Read and consider the following:

How do you make a plan for a decision?

First of all you have to choose one (1) of the alternatives you have identified, which will give you the outcome you seek and has the best chance of doing so.

Second, you have to have your contingencies ready for any setbacks or opportunities which arise after you make and act on the decision.

Third, you need to have a predetermined time to stop and evaluate the progress, if any, being made as the result of the decision.

Fourth, you have to review and have ready your second alternative and it's contingencies.

Fifth, you have to establish a specific time period where you will then evaluate the progress, if any, as the result of your decision.

Sixth, you have to act on the decision at the time designated of when it is to take effect, or you have made a decision to do nothing, which is the default method of decision-making.

2. Complete the following exercises:

Make a plan for two (2) of your decisions which includes:

- A. A primary alternative
- B. Contingencies for primary alternative.
- C. Established time to review the progress of the decision toward the desired outcome.
- D. A secondary alternative in reserve.
- E. Contingencies identified for secondary alternative.
- F. Effective date/time established to make decision.
- G. Scheduled time to review the decision.
- H. Act on the Decision!