



The Five Step DECISION MAKING TOOL

How to make clear & effective decisions

Who You Admire Most

REFLECTION

1. **Bring to mind someone you deeply admire.** *(don't have to say who)*

2. **What are the top three qualities you admire about them?**

①

②

③

EXPANDING YOUR VALUES VOCABULARY

Abundance	Cost consciousness	Influence	Responsibility
Acceptance	Courage	Innovation	Responsiveness
Accountability	Creativity	Integration	Risk-taking
Achievement	Decisiveness	Integrity	Safety
Advancement	Dedication	Intelligence	Satisfaction
Adventure	Democracy	Intellectual	Security
Aesthetics	Determination	Exchange	Self-acceptance
Beauty	Diplomacy	Intimacy	Self-control
Agility	Discipline	Involvement	Self-respect
Analysis	Diversity	Joy	Sensitivity
Appearance	Effectiveness	Justice	Serenity
Appreciation	Efficiency	Knowledge	Service
Authenticity	Effort	Leadership	Sophistication
Authority	Empowerment	Learning	Spirit
Autonomy	Ethics	Logic	Spirituality
Awareness	Excellence	Love	Stability
Belonging	Excitement	Loyalty	Status
Caring	Expertise	Meaningful work	Strategy
Challenge	Fairness	Nature	Support
Change	Faith	Objectivity	Tolerance
Collaboration	Fame	Openness	Tradition
Command	Family	Order	Trust
Commitment	Friendship	Ownership	Truth
Communication	Forgiveness	Passion	Urgency
Community	Happiness	Participation	Vision
Competence	Harmony	Peace	Wealth
Competition	Health	Performance	Wisdom
Connection	Heart	Perseverance	Additional Values
Contribution	Helping others	Personal development	
Continuous Improvement	Honesty	Physical challenge	
Control	Honor	Play	
Cooperation	Independence	Reputation	
	Individualism	Respect	

Clarifying Your Desires

WHAT YOU WANT & VALUE

DO VS. DON'T

Transform the three statements below from what you DON'T want into what you DO want.

1. "I **don't** want to get sick."
becomes
2. "I **don't** want to say yes."
becomes
3. "I **don't** want to lose my cool."
becomes

(See TalkRx : Ch 16 The Consequences of Not Knowing to learn more)

WANT VS. VALUE

Write two goals you want to accomplish in the numbered spaces below.

(e.g., I want a promotion. or I want to weigh 150 lbs.)

1

2

In the lettered spaces below, write what accomplishing that goal would give you.

a.

a.

b.

b.

c.

c.

Describe the decision you are trying to make, what you want and why you want it.

TWO-STEP DECISION-MAKING TOOL

Ask yourself two questions:

STEP 1 Does this idea, request or opportunity pass my *Values Filter Test*?

STEP 2 Throughout Now, tune into your **BODY MAP** (see below) for important clues about whether this is the right decision for you:

- **Net gain (+)** of energy (indicated by a sense of openness, calm, expansion in your body)
- **Net drain (-)** of energy (indicated by tightness, discomfort or contraction in your body)

Does this opportunity result in a **net gain (+)** or **net drain (-)** of energy?

Net gain (+) **Net drain (-)**

The Answer

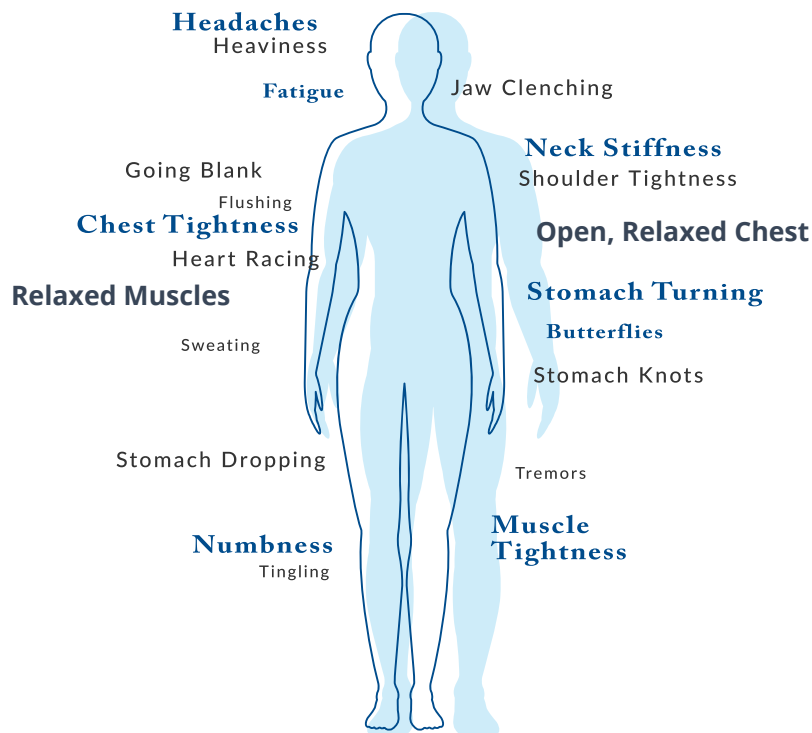
YES — if it passes your *Values Filter Test* + gives you energy

NO — if it doesn't pass your *Values Filter Test*

* **MAYBE** — if it passes your *Values Filter Test*, but drains you of energy OR
if it passes your *Values Filter Test*, but you have too much on your plate already

* If you selected **MAYBE**, please continue on to steps 3, 4 & 5 to gain clarity on your best path forward.

BODY MAP



* **Warning:** While these sensations can serve as clues to help you make the right decision, they can also signal a serious medical condition. Please discuss with your health professional first before proceeding.

STEP 3

Fear vs. Excitement?

1. What role is FEAR playing in your thinking and decision-making (e.g. fear of criticism, fear of failure, losing credibility, money, security or an opportunity)?
2. When you describe this decision or opportunity, are you using words such as "have to" or "should?"
3. Was there a time in your life that you experienced or heard about a similar situation that didn't turn out well?
4. Has anything changed that would allow you to take that risk now (that may not have been a good idea back then)?
5. If you use words such as "I want to," "I can't wait to" or "I'm excited to . . . what outrageous possibilities could exist?"

STEP 4

Me - We - World

1. Who else might this impact?

2. Do you anticipate any conflicts arising from your decision?

3. What's your best guess about the degree to which they would be impacted?

Person / people impacted (High - Med - Low)



a.

Person / people impacted

High

Medium

Low

b.

Person / people impacted

High

Medium

Low

c.

Person / people impacted

High

Medium

Low

4. If you make a particular decision, whose needs would be met?

5. Thinking outside the box and without restriction, what is one way everyone could win?

STEP 5

Short Term vs. Long Term

1. What do you anticipate the **IMMEDIATE** effect(s) of making this decision could be?
2. What do you anticipate the **SHORT-TERM** effect(s) of making this decision could be?
3. What do you anticipate the **LONG-TERM** effect(s) of making this decision could be?
4. If you make this decision, are there any **RESOURCES** you need to ask for to **SUSTAIN YOUR ENERGY** over time?
4. Over time (as an ongoing relationship vs. an isolated transaction), does this decision **UNLOCK ADDITIONAL OPPORTUNITY** to create value for each person or entity involved?

EXPANDING PERSPECTIVE

TRIPLE VISION DECISION GRID

WORLD			
WE			
ME			
	NOW	SHORT-TERM	LONG-TERM

As you reflect on his decision with an expanded perspective—what is your next best step?