

D.E.C.I.D.E. Decision-Making Process For Making Tough Choices, Solving Personal Problems, & Setting Goals 25

[Decision Making & Personal Problem Solving Module](#)

Define the Problem, Issue, Choice, or Dilemma

What is the problem, decision, or dilemma? Describe it completely.

How am I feeling about it? Describe my feelings and why I feel this way.

What am I thinking about this problem, including my attitudes, beliefs, interpretations, and assumptions about this problem, and what do I think about my ability to solve it successfully? Why am I thinking this way?

What are the barriers, including my attitudes, beliefs, interpretations, and assumptions, that may be holding me back from solving this problem and/or may prevent me from successfully solving it? If my attitudes, interpretations, and/or assumptions are holding me back, I may use the Reality Checking process. See the [Reality Checking Skill Card](#) and the [Reality Checking Learning Experience in the Self-Management Skills Module](#).

Explore Alternatives/Choices for Solving the Problem

Brainstorm all the possible alternatives/choices I have for solving this problem. List them as they come to me without making any judgments about them. Put everything down. Be creative. Think outside the box.

Choose the Top 3 Solutions

Once I have finished brainstorming all the possible alternatives to solve this problem, circle the top 3 that I think and feel will best solve the problem. Once I have circled the top 3 solutions, identify my short and long-term goals and my values and personal rules (on page 3)

Identify My Short and Long-Term Goals and Rules

My Short-Term Goals include:

My Long-Term Goals include:

My Values and Rules include:

Consider the Consequences for Alternative # 1

<u>Alternative/Choice # 1. Describe the alternative/choice.</u>	
<u>Possible Positive Consequences for Me and Others</u>	<u>Possible Negative Consequences for Me and Others</u>
<u>What are the possible barriers, including attitudes, beliefs, interpretations, and assumptions that may hold me back from implementing this solution?</u>	

☐ Yes ☐ No ☐ No Effect.	
☐ Yes ☐ No ☐ No Effect.	
☐ Yes ☐ No.	
☐ Yes ☐ No.	
☐ Yes ☐ No	
☐ Yes ☐ No ☐ No Effect	
☐ Yes ☐ No	
☐ Yes ☐ No	
☐ Yes ☐ No	
☐ Yes ☐ No	

Does the choice/alternative match/help me reach most of my short-term goals?

Does the choice/alternative match/help me reach most of my long-term goals?

Is this choice/alternative consistent with my values and rules?

Is this choice/alternative consistent with my family values and rules?

Is the choice/alternative physically, emotionally, and/or socially healthy for me?

Is the choice/alternative physically, emotionally, and/or socially healthy for others?

Is the choice/alternative ethical?

Is the choice/alternative legal for me to do?

Do I have all the facts and information I need to make this decision?

Do I think this is a good choice/alternative? Do the facts support it?

Do I feel this is a good choice/alternative?

Consider the Consequences for Alternative # 2

<u>Alternative/Choice # 2. Describe the alternative/choice.</u>	
<u>Possible Positive Consequences for Me and Others</u>	<u>Possible Negative Consequences for Me and Others</u>
<u>What are the possible barriers, including attitudes, beliefs, interpretations, and assumptions that may hold me back from implementing this solution?</u>	

☐ Yes ☐ No ☐ No Effect.
☐ Yes ☐ No ☐ No Effect.
☐ Yes ☐ No.
☐ Yes ☐ No.
☐ Yes ☐ No
☐ Yes ☐ No ☐ No Effect
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No

Does the choice/alternative match/help me reach most of my short-term goals?
 Does the choice/alternative match/help me reach most of my long-term goals?
 Is this choice/alternative consistent with my personal values and rules?
 Is this choice/alternative consistent with my family values and rules?
 Is the choice/alternative physically, emotionally, and/or socially healthy for me?
 Is the choice/alternative physically, emotionally, and/or socially healthy for others?
 Is the choice/alternative ethical?
 Is the choice/alternative legal for me to do?
 Do I have all the facts and information I need to make this decision?
 Do I think this is a good choice/alternative? Do the facts support it?
 Do I feel this is a good choice/alternative?

Consider the Consequences for Alternative # 3

<u>Alternative/Choice # 3. Describe the alternative/choice.</u>	
<u>Possible Positive Consequences for Me and Others</u>	<u>Possible Negative Consequences for Me and Others</u>
<u>What are the possible barriers, including attitudes, beliefs, interpretations, and assumptions that may hold me back from implementing this solution?</u>	

☐ Yes ☐ No ☐ No Effect.
☐ Yes ☐ No ☐ No Effect.
☐ Yes ☐ No.
☐ Yes ☐ No.
☐ Yes ☐ No
☐ Yes ☐ No ☐ No Effect
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No
☐ Yes ☐ No

Does the choice/alternative match/help me reach most of my short-term goals?
 Does the choice/alternative match/help me reach most of my long-term goals?
 Is this choice/alternative consistent with my personal values and rules?
 Is this choice/alternative consistent with my family values and rules?
 Is the choice/alternative physically, emotionally, and/or socially healthy for me?
 Is the choice/alternative physically, emotionally, and/or socially healthy for others?
 Is the choice/alternative ethical?
 Is the choice/alternative legal for me to do?
 Do I have all the facts and information I need to make this decision?
 Do I think this is a good choice/alternative? Do the facts support it?
 Do I feel this is a good choice/alternative?

Decide, Plan, and Act

Review the information on pages 4-6. Which of the 3 Alternatives Best Solves the Problem and is consistent with my Short- and Long-Term Goals, Values, Rules, and Family Values? It is Ethical and Legal, Healthy for Me and Others, Consistent With All the Facts, and Feels Like the Best Choice.

Write the solution as a goal. Before writing my goal, review the Developing and Successfully Meeting Goals Skill Card ([Self-Management Skills Module](#)).

What barriers, including attitudes, beliefs, interpretations, and assumptions, may prevent me from implementing this solution and successfully meeting my goal, and what will I do to overcome them?

Steps I Will Take to Meet My Goal

Using the chart below, list in sequential order all of the steps, including actions to overcome barriers, I need to take to implement my plan and successfully reach my goal. Evaluate how successful I was in implementing each step using the following scale:

1-----2-----3-----4-----5
Not Effective Somewhat Effective Very Effective

My Goal:	<u>Date I Will Have Met My Goal:</u>
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Step #	<u>Steps I Will Take to Meet My Goal</u>	<u>Date by Which I Will Implement the Step</u>	<u>Date I Implemented the Step</u>	<u>Success of Implementation of This Step 1-5</u>
1				
2				
3				
4				
5				
6				
8				

Evaluate My Success. To What Extent Did I Meet My Goal?

<u>My Goal: What Did I Want to Start Doing, Do More Often, Do More Consistently, Do Less Of, or Eliminate Altogether?</u>	<u>Date of My Final Evaluation</u>
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How Successful Was I In Meeting My Goal? Circle your Response.

1-----2-----3-----4-----5
Not Successful Somewhat Successful Very Successful

How Much Effort Did I Put Into Meeting My Goal? Circle your Response.

1-----2-----3-----4-----5
Poor Effort Good Effort Best Effort

Answer 1A, 1B, or 1C, depending on your score above. Then, answer the remaining questions.

1A. If my evaluation score was a 4 or higher (and I reached my goal), what did I do that contributed to my success?

1B. If my evaluation score was between a 2.5 and a 3.9, what contributed to my partial success, what could I have done to be more successful, and what do I need to do to be more successful?

1C. If my score was between a 1 and a 2.4, why was I unsuccessful, and what do I need to do to reach my goal?

2. What was the impact of either meeting, partially meeting, or not meeting my goal?

3. As a result of developing and striving to reach this goal, what have I learned about myself and my capabilities to successfully develop and implement a plan to achieve my goals?

4. What was it like for me to use this process? Will I use it in the future when I have a significant decision to make or a personal problem to solve? Why or why not?

5. What would make it easier for me to make significant decisions and solve personal problems in the future?