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Once you have a general idea of how you make decisions, follow these four steps to make the most effective decision possible:

- 1 Define the problem or need: ...
- 2 Analyze the issue at hand: ...
- 3 Implement and communicate: ...
- 4 Learn from the process and the outcome:

4 Steps to Effective Decision Making - Stewart Leadership Insights Blog

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The five steps involved in making a decision include the following:

- 1 Clarify the question.
- 2 Gather information.
- 3 Identify the options.
- 4 Evaluate the options.
- 5 Choose the best option.