

Interpersonal Skills
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Lecture-11
Making Decision

Hello friends, I am here once again to discuss making decisions under the caption interpersonal skills, while life is full of challenges and when you need to make a decision it is really very difficult to make a decision. There are times you have to make hard decisions and decisions like should I move which job offer will be best, am I in the right relationship, should I proceed with the surgery, n number of thing, personal professional, different types of.

And it is so difficult to take a right kind of decision, the decision making process is never easy, no matter how many tricks you have up your sleeve, you are bound to lose a little sleep over the big decisions, very true, if you are really struggling here are a few ways to make the process a little easier for yourself as you work through all the possibilities. Big decisions cause serious stress in your life, buying a house, getting married, getting divorced, moving across the country, quitting your job or just deciding what movie to see can all drain or will power.

That is why I said it is full of challenges and sometime when you go to market what kind of dress you need to buy, what kind of shoe you need to buy, costly, cheap, casual and you look around who is going to help you, who is coming up to help you, big decisions can read about on your emotions and that clouds your mind. So that you cannot make a solid decision.

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- Use of habits helps in reducing routine decision making fatigue.
- If/then thinking smoothens unpredictable decisions.
- Do not over complicate the process.
- Balance of mind and clear thinking are crucial.

The reasoning here is really simple, your short term emotions get in the way of the decisions and that clouds your judgment, that cloud your emotions, your thinking, your involvement, it is not impartial, it is hard to break free of your emotions, but it helps to know they affect your choices, sometimes the elements and possible consequences of hard decisions are so complicated your brain gets muddled and confusion and indecision grip you like a vise.

You become frozen like a deer in headlights, the more you ponder making the decision the most confused and stuck you feel, you just want a voice from the heavens to shout down instruction and tell you what part to take and it happens more often in one's life. This confusion is so uncomfortable that we tend to avoid these big decisions all together. Of course this does nothing but still a low level sense of anxiety and frustration about our self and our circumstances.

Avoidance has never been a great strategy for life success and happiness, you cannot avoid suppose you are feeling great difficulty in taking decision do not escape rather you plan into it to get the right kind of choice, will I pursue the extra menu for several minutes struggling with indecisions each time tempting me in a different way, it also happen, you know you take time to give order in restaurant maybe I should order them all.

Is this a silly decision not deserving, deliberation may be but I bet you had been there, if not about food then about something else, we spend an inordinate amount of time and the tremendous amount of energy making choices between equally attractive options in everyday situation. The problem is that while they may be equally attractive, they are also differently attractive with trade-offs that require compromise.

If these mind drain indecision drain our time and energy think about the bigger ones we need to make in organizations all the time, yes I mean if you are so weak facing difficulty in taking small decision like in restaurant then what about your life which path should we pursue and which should we not, who should I hire or fire, should I initiate that difficult conversation. These are the questions that really perturb you.

Will these questions are followed by an infinite number of other questions, if I am going to have that difficult conversations action when should I do it and how should I start, should I call them or see them in person or email them, should I do it publicly or in private, how much information should I share and on and on such kind of questions, that will really pollute your mind. So how can we handle decisions of all kinds more efficiently.

This is an art very few people can take decision very frequently, the first method is to use habits as a way to reduce routine decision fatigue, the idea is that if you built a habit for example always eat salad for lunch, then you avoid the decision entirely and you can save your decision making energy for other things, that works for predictable and routine decisions. But what about unpredictable ones.

The second method is to use if then thinking to routinize unpredictable choices. For example let us say someone constantly interrupts me and I am not sure how to respond, my if then rule might be, if the person interrupts me 2 times in a conversation then I will say something. These 2 techniques habits and if they can help streamline many typical routine choices we face in our lives, what we have to solve for the larger more is strategic decisions that are not habitual.

And cannot be predicted, most people hate making decisions, this is a fact why is that, why such thing happens, they over complicated fear of picking the wrong option, leads to a period of limbo when nothing gets done and issue seems to grow bigger and bigger, well here are 4 things I have learnt, that will help you make any tough choice better and faster and without those knots in your stomach. First get clear on what you really want.

So I must say well there is no hard and fast true but yes there are certain things which you can follow to get a quick and better decisions. The first is get clear on what you really want and know thyself. I will learn that waiting around often means you are not happy with any of the options. Because they are not right for who you are, let us say there are 2 choices that make sense on paper picking between going back to school and going for a promotion.

The real reason someone might be unable to make up his mind is that neither option is what he really wants, maybe he/she truly wants want a job in an entirely new field, maybe the prospect are 2 more years of school fields him/her withered, maybe he would most love to be stay at home that. So when you find yourself stuck between possibilities think about what you really want.

For example if you are unsure about a career change ask yourself what it is that appeals to you about your current position and the one you are debating, if your answer is that your current work appeals to you but the salary of the new feel sounds awesome your answer is not necessarily to choose between the 2. But you ask your manager for a raise, and obviously take the necessary steps to make that happen.

Second is do not choose something just because you are supposed to, once you identify what you really want you will need to quiet the voices in your head or of skeptical people in your life that tell you that you should want something else. For example I had a client who was offered a prestigious fellowship in Columbia which was an opportunity she had been dying for when she had applied.

But by the time the acceptance came through her job at home was reviving up she had a great mentor who was invested in developing her career and she was feeling excited and happy about her current situation. As a type a personality used to success reading it was ingrained in her to pursue opportunities like the impressive fellowship together we realized that she no longer wanted to go but you felt bad declining the offer.

In the end she decided to stay and to make sure she had no regrets we made a plan for her to really focus on maximizing her opportunities at her current job. This is a kind of thing which happens very often, very regularly in one's life. So if you are feeling pressure into making the decision that looks good, step back and examine your reasoning if you cannot come up with a good answer, you know it is not for you.

Third is remember that doing something terms doing nothing, this is to 99% of the time I have clients who have been paralyzed by their ability to figure out what they want to do for a living,

this is said by a doctor and I am sitting an example from the medical report. So doctor said that I have clients who have been paralyzed by their inability to figure out what they want to do for a living. So they work jobs that pay the bills.

But are not doing anything for their career trajectory, they are so afraid of taking the wrong job that years ago by and they are still working in a coffee shop or suffering to the same job they held in college, well this is example I said taken from you know the medical bulletin and it is the version of a doctor. Now picture and alternative scenario imagine someone takes a job that she is not sure is in her dream field.

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- Know yourself and understand your choices.
- Get clear on what you really want.
- Never be afraid of a wrong decision.
- Remember action always works in your favour while inaction never does.

But she builds on it, she has advances in the company lease projects and develop the resume, 2 years down the line she decides that career is not for her and that she would like to try something else. Now she let start her job research with quantifiable skills and achievements which she can use to bolster her application for the next jobs she applies for yes, she works that the same number of years as the person at the coffee shop.

But she has new and different skills to show for it, practice being decides him, the same clients who trouble with the big question like should I quit my job and start my own business, often spent the whole day, deciding when they should go to the gym, you know who you are, we have more time scrolling through netflix, then watching that half hour show or you keep telling the waiter that yes you still need more time before you decide what you would like to order.

If you are chronically indecisive will that decision making muscle by starting a small give yourself 30 seconds to decide what you will have for dinner, what movie to watch or whether you want to go out tonight. Follow through on that decision, repeat, then work up to bigger things, does this give you anxiety ask yourself, what the worst case scenario is if you pick wrong. In other words if you choose a movie that is not great you can turn it off or choose different movie the next time.

If your lunch is lustier have something different for dinner, making a small decisions in a timely fashion will help train your brain to think through questions more quickly, no-one makes perfect decision 100% of the time, we did the wrong people, will stay in a job longer than we should, we order the wrong desert, but action works in your favour while inaction never does, when you delay making a decision because you are afraid of messing up and nothing changes.

But when you are proactive you are choosing to move ahead and that is one of the best decisions you can make, we make decisions every day, everything we say and do is the result of a decision whether we make it consciously or not, for every choice big or small there is no easy formula for making the right decision. The best you can do is to approach it from as many perspective as possible and then choose a cause of action that seems reasonable and balanced at that time.

If you have a big decision to make it can seem daunting, but there are some simple things you can do to make it less intimidating such as identifying the worst case scenario, making a spreadsheet and following your gut instinct and the last one is understanding the source of your fear, write about your fears, journaling about your fears may help you to start to understand them and make a better decisions as a result.

A start by writing about the decision you need to make, describe or list everything that you are worried about regarding this decision, allow yourself to bent about these fears without judging yourself for having them. For example you might start your journal by asking yourself, what is the decision that I need to make and what am I afraid might happen if I make the wrong choice, very natural questions you may ask to yourself.

Identify the worst case scenario because cause you see I mean through error you can learn how to take decision in your life, once you have written about the decision you need to make and why you have fear regarding that decision take it a step further. So identify, try to identify the worst scenario where you feel fear, what kind of fear, try to identify the worst case scenario for each and every possible choice.

Pushing your decision to the limits of what could go wrong if all goes wrong may make the process less frightening, for example if you need to decide between a full time job or taking a part time job in order to spend more time with your kids, think about what the worst case scenario of each decisions could be.

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- Try to be decisive. You know who you are.
- Try 30 second rule for making quick decisions.
- Never delay the decision making process.
- Approach the thought from different perspectives.

If you choose to keep the full time job the worst case scenario might be that you miss out on important moments in your children development and that your children resent you for this when they are older, that is to say that you miss your family life, your family engagement, they happen as of your family if you choose to keep the part time job the worst case scenario might be that you might not be able to pay the bills each month.

Decide whether this worst case scenario is actually likely to happen, it is easy for us to catastrophize or select things out to the worst possible thing that can happen without taking the time to think, examine the worst scenario you have proposed and then consider what would have to happen to get you there, is this slightly consider whether the decision you make will be permanent.

Once you have thought about everything that could go wrong think about whether the decision is reversible, most decisions are reversible, so you can take comfort in knowing that if you hate your decision you can always make a change to fix the situation later on. For example say you decide to take a part time job to spend more time with your kids, you have to take a firm decision clarifying everything every aspect of your life.

If you end up having trouble paying the bills you can reverse the decision by looking for a full time job, talk to a friend or family member when you are facing such situations, do not feel like you have to make a tough decision all by yourself and list the help of a trusted friend or family member to help you or at least listen to your concerns. Share the details about the decision as well as your fears about what could go wrong.

It may make you feel better to just vocalize your fears about the decision and your friend or family member may have some great advice and or reassuring words for you, you may also consider talking to someone who is removed from the situation and who will have a neutral opinion. This is also very good option that you can talk to a person who is neutral, who is impartial.

A therapist can often be a helpful source for this type of perspective, you can even consider searching online for others who have experienced a similar situation, if you were trying to decide between full time work and part time work plus more time with your kids you could post your problem on a parenting forum online, that is to say that there are solutions if you raise your voice, if you make other also realize that you are passing through a crisis to take a decision.

You will likely hear from people who have to make similar decisions as well as some people who will tell you what they would do in your situation. This is also very good situation, asking someone who might be in your situation earlier, he/she can suggest you the right way. Now considering the decision while you are taking a decision certain things are various important like stay calm.

Riding high on emotions either positive or negative because you see we human beings are very very emotional and decision taken you know under the pressure in a state of emotion are mostly disasters. So riding high on emotions either positive or negative can impact your ability to make a rational decision. When you have any decision to make the first state should generally be to a state as calm as possible.

Never to be panic, if you cannot stay calm put off making the decisions until you are thinking clearly and that is why it is said that do not take any decision when you are mentally very disturbed, give some space to yourself, and after that you can take a decision, try taking a few deep breaths to help calm yourself down, if you have no time go into a quiet room and do about 10 minutes of deep breathing exercises.

To perform deep breathing exercises start by placing your hand on your belly below your liver cases and the other on your chest, when you inhale you should feel your abdomen expand as well as your chest. Yoga is also very helpful while making any good and fruitful decision, yoga can give you the mental stability, but for that 10 minutes at least 10 minutes practice is required inhale slowly through your nose and inhale for 4 count.

Focus on the feeling of the breath as your lungs expand, hold the best for 1, 2 seconds, this what you can do for making yourself calm, gently release the breath through your nose and mouth, aim to itself for a 4 count, repeat this process 6 to 10 times per minute for 10 minutes.

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- If a decision gives you anxiety, try to understand the source of your fear.
- Sharing your concerns with friends or family helps in cutting anxiety.
- One should stay calm and poised.
- Deep breathing exercises relaxes the mind.
- It impacts our ability to make better decisions.

Now get as much information as possible, you cannot take decisions in ignorance, being ignorant never try to take any decision, most decisions are made better when you have enough information to make an informed decision, making decisions especially if they are about important topics, should rely on logic, do some research to find out as much as you can about your decision.

Research means consulting people talking to other, trying to find out situations through which you are suffering or through which you need to take a decision. So you make a research R and D to take you know a good meaningful decision. For example if you were trying to decide between keeping a full-time job and switching to a part time job to spend more time with your kids, you need to know how much money you would be losing each month by making the switch.

Because money is also very important for your family, so you need to know that how much money you are going to lose if you are on part time and how much money you are going to gain if you are on full time. You would also need to consider how much time you would again with your kids. Record this information as well as any other relevant information that might help you make your decision better.

You need to consider other options to and gather information about them, for example you could ask your employer whether it is possible for you to telecommute at least a few days a week, you may ask because you need to perform well so you need not to be under pressure for making good decision. Now use the 5 whys technique to understand the problem, asking yourself why, 5 times can help you to uncover the source of a problem.

And determine if you are making a decision for the right reasons, for example if you were trying to decide between keeping your full time job and moving to a part time job to have more time with your family your 5 whys might look like this and these are why am I considering part time work, this is nothing but introspection. Because I never see my kids why do I never see my kids because I work late most nights.

Why do I work late most nights because we have a new account that is taking up a lot of my time, well these are the things you know you can go for introspection, why is it taking up so much of my time, because I am trying to do a good job and hopefully get promoted as a result. Because you are getting the answer also that why you are like this, why do I want to be promoted to earn more money and provide for my family.

In this case the 5 whys shows that you are considering reducing your hours even though you are hoping for a promotion. There is a conflict here that requires further investigation in order to make a good decision, my dear students well I conclude my discussion on making decision today till here, in the next previous discussion on making decision only we can elaborate that further investigation to make a better meaningful and good decision, till then thank you very much.