

# let's talk decision making

We make hundreds of decisions each day. Sometimes, we have to make tough decisions under pressure, and the decision itself can cause stress. When this happens, there are things we can do to minimise stress and help us in the decision-making process.



## Tips for making a decision

**Describe and prioritise:** Think about the decision and how important it is. Aim to spend more time making the important decisions and less time on others. If you are feeling overwhelmed by a decision, try breaking it down into smaller parts. You might find it easier to make a series of small decisions.

**Know your timeframe:** Think about the amount of time you have to make the decision and what information you need. Remember, delaying or avoiding a decision is choosing not to act.

**Ask others for advice:** It can be helpful to talk about your options with family and friends or a professional. They may have a different perspective or have information and knowledge to assist you.

**Consider your options:** Think about the possible options and consider the benefits and results of each.

**Take action and evaluate:** It's important to evaluate the decision and to be flexible if things change. It can help to monitor the situation and to reassess down the track. Sometimes our original decision might not have been the most beneficial. Remember, the decision made was the best at the time with the information at hand.

**Increase your capacity for decision making:** Managing stress and looking after our health can help to clear the mind, in turn supporting decision making. Activities like getting enough sleep, having a healthy lifestyle, socialising and taking time out to do things you enjoy can help to think clearer.

If you are having trouble making decisions and find that it is affecting your day-to-day life, it might be time to talk to a mental health professional. They can help guide you through the process and give you some more strategies.

## Want help but don't know where to start?

Head to [www.ramhp.com.au](http://www.ramhp.com.au) and type in your postcode to find your local RAMHP Coordinator. They can provide you with local advice about mental health professionals and services in your area.

**If you or someone else is in immediate danger call 000  
or go to your nearest hospital emergency department.**



# Decision making tool

**What** is the decision I need to make?

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**How** important is this decision?

MINOR



LIFE CHANGING

**When** do I need to make this decision by?

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**What** information do I need to make this decision?

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**Who** will I talk to about my decision?

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**Think about the possible options and consider the benefits and results of each.**

 **Option A:**

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Benefits...

Results...

 **Option B:**

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Benefits...

Results...

 **Option C:**

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Benefits...

Results...

**How** did my decision go?

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