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The average adult makes 35,000 **choices** every day. You're going to be wrong, a lot. Here are some steps to be right more often.

1. Is this life-altering?

- a. Our perception of the importance of any choice is often skewed by time.
- b. In the moment, even the smallest decisions can seem like they are "mission critical" in our minds.
- c. Pause.
- d. Don't sweat the small stuff.
- e. Give each decision the attention it deserves.

2. Analyze possible outcomes.

- a. What happens if you make this choice?
- b. What definitely won't happen?
- c. What if you do the exact opposite?
- d. Understanding the most likely outcome of making (or not making) a decision allows the decision itself to become easier to grapple with.

3. Be wary of biases.

- a. Whether we want to admit it or not, we all have them, unconscious errors in thinking, caused by our brain's efforts to simplify the complex world around us.
- b. Learning to recognize bias is critical for effective decision-making.

4. Tap into your network.

- a. None of us are infallible.
- b. When struggling to make a move, reach out to trusted advisors within your circle.
- c. 2 things are certain:
 - i. People always have an opinion.
 - ii. Hearing alternate viewpoints can open your mind to options you hadn't considered.

5. Give it a minute.

- a. For most of us, thinking clearly & making the best possible choices under pressure is a tough ask.
- b. Many times, the first decision we make isn't the best.
- c. Take care to ensure you're assigning an appropriate level of urgency.
- d. Can it wait?
 - i. If yes, sleep on it.

6. Values matter.

- a. More often than not, you need only look inward to find the answer to what choices you should make.
- b. Align with your core values.
- c. When you make decisions that stay true to your ideals, the possibility of regret is immediately minimized.

7. Know what you don't know.

- a. You can't be an expert in everything.
- b. Understanding, and perhaps more importantly, accepting your limitations is a game-changer.
- c. Don't be afraid to ask for help.
- d. It doesn't make you look weak or less intelligent, in fact, quite the opposite.

8. Embrace uncertainty.

- a. Assuming you've worked through the steps above, sometimes the only thing left to do is act.
- b. Don't get so caught up in trying to ensure you make the "right" decision, that you end up doing the worst thing possible.
- c. Nothing.
- d. Remember, you can always pivot.