

Decision Making Worksheet

Part 1: Building a Foundation

Decision Making Worksheet

A) Strategic

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What is the first step in the decision-making process? Hint: Think about the initial action required to start making a decision. A) Implementating the decision B) Identifying the problem C) Evaluating alternatives O) Gathering feedback What is the first step in the decision-making process? Hint: Think about the initial action required to start the decision-making. A) Implement the decision OB) Identifying the problem C) Evaluating alternatives D) Gathering feedback What is the first step in the decision-making process? Hint: Think about the initial action taken when faced with a decision. A) Implement the decision B) Identifying the problem C) Evaluating alternatives O) Gathering feedback Which of the following are types of decision-making? (Select all that apply) Hint: Consider the different levels and styles of decision-making.



□ B) Operational□ C) Tactical□ D) Emotional
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Explain what a SWOT analysis is and its purpose in decision-making.
Hint: Consider the components of SWOT and how they aid in evaluating options.

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What is the primary goal of a cost-benefit analysis?	
Hint: Consider what this analysis aims to achieve in decision-making.	
○ A) To minimize risks	
B) To compare costs and benefits of options	
C) To identify stakeholdersD) To evaluate past decisions	
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Part 2: Understanding and Interpretation
Which factor is most likely to cause analysis paralysis in decision-making?
Hint: Think about the amount of information available.
 A) Lack of information B) Too much information C) Overconfidence D) Confirmation bias
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Hint: Think about the impact of information on decision-making.
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Which of the following are considered ethical frameworks in decision-making? (Select all that apply)
Hint: Consider the different philosophies that guide ethical decisions.
□ A) Utilitarianism□ B) Deontology□ C) Relativism

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D) Hedonism



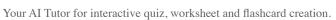
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Describe how confirmation bias can affect the decision-making process.
Hint: Think about how personal beliefs influence information processing.
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Part 3: Application and Analysis	
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You are tasked with choosing a new software for your company. Which tool would be most helpful in evaluating your options?	
Hint: Consider tools that help in comparing different choices.	
○ A) SWOT Analysis	
B) Decision Matrix	
C) Cost-Benefit Analysis	
O) Risk Assessment	
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O) Risk Assessment
In a real-world scenario, which of the following steps would you take to ensure a decision is ethically sound? (Select all that apply)
Hint: Consider actions that promote ethical considerations in decision-making.
A) Consult stakeholders
☐ B) Analyze potential impacts
C) Ignore conflicting information
D) Consider long-term effects
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Provide an example of a decision you made recently and explain how you applied the decision-making process.
Hint: Think about a specific decision and the steps you took.





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Which of the following best describes the relationship between risk assessment and decision-making?	
Hint: Consider how risk assessment influences the decision-making process.	
A) Risk assessment is only used after a decision is made	
B) Risk assessment helps identify potential obstacles in decision-makingC) Risk assessment is unrelated to decision-making	
D) Risk assessment guarantees successful decisions	
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How can overconfidence negatively impact decision-making? (Select all that apply)
Hint: Think about the effects of overconfidence on judgment.
A) Leads to ignoring alternative options
B) Encourages thorough analysis
C) Results in underestimating risks
D) Enhances creativity
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Part 4: Evaluation and Creation	
After implementing a decision, what is the most crucial next step?	
Hint: Think about the importance of feedback in the decision-making process.	
○ A) Forget about the decision	
○ B) Review and gather feedback	



C) Start a new decision-making processD) Document the decision
After implementing a decision, what is the most crucial next step?
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Which strategies can improve future decision-making processes? (Select all that apply)
Hint: Consider practices that enhance decision-making effectiveness.
A) Ignoring past mistakes
B) Continuous learning
C) Seeking diverse perspectives
D) Rely on solely on intuition
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C) Seeking diverse perspectives D) Rely solely on intuition
Design a decision-making framework for a new project in your field of interest. Include key steps and tools you would use.
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