

Overcoming Decision Making Traps

GoSkills online course syllabus

Skill level

Beginner

Lessons

21

Pre-requisites

No prior experience needed

Video duration

1h 1m

Estimated study time

1h 1m

Instructor

Michael Veltri

Introduction

1 Decisions, decisions

Every day is filled with decisions, but there are numerous traps you can fall into that lead you astray from making the right decisions.

Common Traps

2 Too many distractions

Do you ever feel overwhelmed by competing priorities and a never-ending to-do list?

3 Decisions are uncomfortable

Getting out of your comfort zone leads to new adventures, knowledge, and know-how.

4 The tyranny of "how"

When making decisions, it's important to recognize when you need to get unstuck.

5 Multitasking

Decision making is a battle in itself.

6 Street gang decisions

What influences the decisions you make?

7 Irresistible offers

Sometimes a choice looks too good to be true...

8 **Joint-venture decisions**
Group decisions pose a new set of challenges.

9 **No good options**
When your options are a rock and a hard place, what do you do?

Getting Unstuck

10 **Eliminate distracting data**
In today's society, busy professionals are constantly soaking up data, which can flood your ability to focus on the decision at hand.

11 **Building mindfulness**
What can you glean from Japanese Zen masters on how to make better decisions?

12 **Better sleep**
Most individuals struggle with the idea of sitting alone, undistracted, for a few minutes each day.

13 **The double five-count**
15 to 20 seconds -- three times a day -- is all you need to start making better decisions.

14 **Assembling the Fab Five**
A key aspect of ensuring you're making the best decisions possible is to ensure you have a support structure in place.

Getting to a Decision

15 **Camouflaged brilliance**
When you make a successful decision, you're left with clues that can aid you in making better decisions in the future.

16 **Time-bound decisions**
The concept that timing is everything applies to decisions.

17 **Three choices**
Often, when you make a bad decision, you don't know it's a bad one.

Creating Opportunities

18 Addressing tough decisions
In life, you will be faced with decisions that are very tough.

19 Get scrappy
What can you learn from a company founded in 1937, thrived for 75-years, then almost collapsed?

20 Armed for battle
One of the key elements for your decision making battle is to ensure you are prepared to take action.

Conclusion

21 Master the art of decision-making
Congratulations on completing this course!

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