



# Decision Making For Dummies

By Dawna Jones



## Decision Making For Dummies By Dawna Jones

### Discover the best approaches for making business decisions

Today's business leaders have to face the facts—you can't separate leadership from decision making. The importance of making decisions, no matter how big or small, cannot be overstated. *Decision Making For Dummies* is a candid resource that helps leaders understand the impact of their choices, not only on business, but also on their credibility and reputation. Designed for managers, business owners, and anyone else who makes tough decisions on a daily basis, this guide helps you figure out if the decisions you're making are the right ones.

In addition to helping you explore how to evaluate your choices, *Decision Making For Dummies* covers ways to receive support for decision making, delves into various decision-making styles, reviews the importance of sifting through data and information, and includes information on ways to engage others and make decisions collectively. Being in charge can be challenging, but with this guide, you don't have to go it alone.

- Discusses the effects of decision making and outlines the considerations that must be made to gain trust and confidence
- Demonstrates ways to communicate particularly sensitive decisions, and offers approaches for making bold decisions that challenge the status quo
- Delves into the risks and benefits of certain decisions, and shows readers the best ways to evaluate choices
- Outlines smart strategies for engaging others and drawing them into the decision-making process

Crucial decisions need to be made every day in the business world, so there's no time to waste. Make *Decision Making For Dummies* your primary resource for learning to choose your actions wisely and confidently.

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## Editorial Review

From the Back Cover

### Learn to:

- Grasp the impact of decisions on workplace trust and professional credibility
- Use change in the business environment to gain opportunities
- Communicate particularly sensitive decisions

### Discover the best approaches for making business decisions

*Decision Making For Dummies* is a hands-on resource that helps leaders understand the impact of their choices—not only on business, but also on their credibility and reputation. Written for managers, business owners, and anyone who makes tough decisions at work, this guide will help you figure out how to choose your actions wisely and confidently.

- **Decisions, decisions** — understand the big-picture pressures on decision-makers, uncover the key ingredients in effective decisions, and get to know the effect of company culture on decision-making
- **Mirror, mirror on the wall** — discover the value of connecting personal growth to effective decision-making, raising self-awareness for better decisions, and learning from mistakes and unintended consequences
- **The nitty gritty** — find expert guidance on clarifying the purpose of a decision, eliciting all the relevant info, sifting and sorting through your analyses, generating options, and making the all-important decision
- **Up your ante** — learn how effective decision-making can help you to display better character, become a better leader, and create safe and stable workplaces

### Open the book and find:

- Guidance on tackling various types of business decisions
- Ways to build up your intuitive powers
- How effective decision-making can create a ripple effect
- Advice on making decisions as an entrepreneur or small business owner
- How to facilitate participatory decision-making in meetings
- Tips for making decisions in uncertain situations
- The secrets behind ethical decision-making

About the Author

**Dawna Jones** generates imaginative insights and applies 25 years experience in helping businesses and organizations make bold decisions. She co-designs the future of organizations, transforming them from "business-as-usual" to inclusive cultures of prosperity.

## Users Review

From reader reviews:

**Mary Goldstein:**

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