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Once you have a general idea of how you make decisions, follow these four steps to make the most effective decision possible:

1. Define the problem or need: ...
2. Analyze the issue at hand: ...
3. Implement and communicate: ...
4. Learn from the process and the outcome:

[4 Steps to Effective Decision Making - Stewart Leadership Insights Blog](#) : 4-steps-to-effective-decision-making

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The five steps involved in making a decision include the following:

1. Clarify the question.
2. Gather information.
3. Evaluate the options.
4. Make a decision.
5. Implement the decision.