

Overcoming Your Decision Fatigue

Instructions: Are you wondering how to better manage your decision fatigue? Complete this reflection tool to gather some insights. Read each attribute. Then circle the term that best describes your relationship with it. Do this quickly. Obsessing over these choices will just add to your decision fatigue. When you're finished, ask, "What are my 3-5 take-aways from this exercise?"

Extra credit: Repeat this exercise every 30 days for six months and compare your take-aways as you continue to manage this challenge.

I am purposeful in taking time for personal balance and recovery.

Always Often Sometimes Rarely

I possess well developed decision management routines.

Always Often Sometimes Rarely

I maintain effective personal discipline in the use of social media.

Always Often Sometimes Rarely

I actively and effectively delegate tasks and responsibilities in the workplace.

Always Often Sometimes Rarely

I am comfortable saying "no" to requests, tasks and commitments that obstruct my personal and professional goals and objectives.

Always Often Sometimes Rarely

I gather sufficient details before agreeing to participate in tasks and projects requested by others.

Always Often Sometimes Rarely

I use an effective process for making significant decisions in both workplace and personal situations.

Always Often Sometimes Rarely

I effectively manage my daily diet and energy.

Always Often Sometimes Rarely

I am confident in managing the normal discomfort that comes in response to uncertain, awkward or confrontational situations.

Always Often Sometimes Rarely

I possess clearly defined professional and personal priorities and reference them when making significant decisions.

Always Often Sometimes Rarely