Decision Making, Problem-Solving And Organization

1. What do I want to achieve?
   - What are my options?
   - What is the best option?
   - What steps will I need to take to achieve my goal?

2. Break down the goal or the task into smaller steps and write them down.
   - Check the steps off as you complete them to help keep track of where you are and what you have accomplished.

3. Once the task is complete, assess what went well and what didn’t go so well.
   - Think of ways you could improve for next time.