

# MAKING HARD DECISIONS ASSESSMENT

## Instructions

This assessment is designed to look at the attributes of decision making and how well you make decisions.

Answer the below questions with the 5-point scale and choose the rating you agree with most for each question. Calculate your total score.

5=Very much like me

4=Like me

3=Neutral

2=Unlike me

1=Very unlike me

1. I believe in my ability to make tough choices and trust my judgment.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

2. Once I make a difficult decision, I rarely doubt or question it afterwards.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

3. Making difficult decisions comes naturally to me, and I rarely feel overwhelmed by the process.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

4. I take the time to carefully analyze the potential outcomes and consequences of difficult decisions.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

5. I am comfortable seeking advice and input from others when faced with challenging decisions.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

6. I trust my intuition when making tough choices and do not dwell on alternative possibilities.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

7. I maintain confidentiality and handle sensitive information with utmost care.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

8. I weigh the risks and benefits associated with different options before reaching a conclusion.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

9. I am aware of my emotions and how they can influence my decision-making process.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

10. I take the time to assess the potential ethical implications and consequences of my choices.

1 Very Unlike Me

2 Unlike Me

3 Neutral

4 Like Me

5 Very Much Like Me

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11. I am confident in my ability to handle the consequences of my decisions, even if they turn out to be challenging.

1 Very Unlike Me	2 Unlike Me	3 Neutral	4 Like Me	5 Very Much Like Me
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12. I can make hard decisions without excessive stress or anxiety.

1 Very Unlike Me	2 Unlike Me	3 Neutral	4 Like Me	5 Very Much Like Me
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13. I am patient and willing to delay a decision if I feel I need more information or clarity.

1 Very Unlike Me	2 Unlike Me	3 Neutral	4 Like Me	5 Very Much Like Me
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14. I can effectively manage my emotions and maintain a clear and rational mindset when making difficult decisions.

1 Very Unlike Me	2 Unlike Me	3 Neutral	4 Like Me	5 Very Much Like Me
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15. I am committed to acting in alignment with my personal values and ethical principles in difficult decision-making situations.

1 Very Unlike Me	2 Unlike Me	3 Neutral	4 Like Me	5 Very Much Like Me
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## Answer Key

*Calculate your total score from the questions above and find the corresponding category.*

### **Score: 55-75 Decisive Mastermind**

You demonstrate a strong ability to make decisions confidently and efficiently. The ability to make hard decisions is a valuable asset in any organization or community. Making difficult decisions often entails evaluating complex situations, considering multiple perspectives, and weighing the potential risks and benefits. You are not afraid to tackle challenging problems head-on, even when the choices before you are unpopular or fraught with uncertainty. Your willingness to make tough calls, based on careful analysis and a clear understanding of the long-term implications, demonstrates your commitment to progress and the greater good. By taking decisive action, you inspire confidence, foster accountability, and propel your team or community forward, even in the face of adversity. The ability to make hard decisions is a vital quality in a leader, enabling you to navigate difficult circumstances and lead with integrity, ultimately shaping a brighter future for those you serve.

### **Score: 34-54 Decision Navigator**

You strike a balance between making decisions promptly and considering relevant factors. You consider the potential impact of your decisions on others and aim to find fair and reasonable solutions. When making difficult decisions you can sometimes struggle with analysis paralysis and hesitate to make timely choices, which hinders your team's progress. To enhance your decision-making abilities, you can employ three valuable tips. First, you should prioritize setting clear goals and objectives, which will provide a framework for your decision-making process. Second, you can cultivate a culture of open communication and seek input from team members, leveraging their expertise and diverse perspectives. This collaborative approach can lead to more well-rounded decisions. Lastly, you should develop your ability to evaluate potential risks and rewards, ensuring that you consider both short-term and long-term consequences. While you work on honing your decision-making skills be sure to build your confidence in decision-making by acknowledging your strengths and past successes. Don't forget to increase your self-awareness, identifying personal biases or tendencies that might hinder your decision-making process.

### **Score: Below 33 Decision Dilemma**

Decision-making can be a struggle for you, and you often have trouble committing to a choice. There are a few things that can contribute to your difficulty making decisions; from frequently second-guessing yourself, to delaying decision-making, often due to fear of making the wrong choice or uncertainty, to overanalyzing the options and being caught up in endless considerations or you may seek external validation and rely too heavily on others to decide on your behalf. Take time to focus on self-reflection to understand the underlying causes of your indecisiveness and identify areas for improvement. To improve in this area, you can implement a few key strategies. First, you should gather all relevant information and weigh the pros and cons before deciding. By thoroughly understanding the situation, you can make more informed choices that align with the team's goals. Second, you should consider seeking input from trusted advisors or team members. Remember they are just a source of input, not the decision maker; however, encouraging diverse perspectives can lead to better decision-making and foster a sense of inclusiveness among the team. Finally, you should be willing to take calculated risks. Often, difficult decisions require stepping outside one's comfort zone, and embracing uncertainty can lead to growth and innovation. While you focus on these areas be sure to practice committing to decisions and learning from the outcomes, recognizing that every decision is an opportunity for growth and learning.

## Answer Key Continued

**This assessment measured six attributes that predict your ability to make hard decisions in your personal and professional life.**

**Being a Competent Decision Maker (Questions 1 & 5):** I believe in my ability to make tough choices and trust my judgment. I am comfortable seeking advice and input from others when faced with challenging decisions.

**Don't Second Guess (Questions 2, 6, & 11):** Once I make a difficult decision, I rarely doubt or question it afterwards. I trust my intuition when making tough choices and do not dwell on alternative possibilities. I am confident in my ability to handle the consequences of my decisions, even if they turn out to be challenging.

**Not Having a Hard Time Making Decisions (Questions 3, 7, & 12):** Making difficult decisions comes naturally to me, and I rarely feel overwhelmed by the process. I am able to quickly evaluate the pros and cons of different options and reach a conclusion. I can make hard decisions without excessive stress or anxiety.

**Careful & Thoughtful Decision Making (Questions 4, 8, & 13):** I take the time to carefully analyze the potential outcomes and consequences of difficult decisions. I weigh the risks and benefits associated with different options before reaching a conclusion. I am patient and willing to delay a decision if I feel I need more information or clarity.

**Emotional Intelligence in Decision Making (Questions 9 & 14):** I am aware of my emotions and how they can influence my decision-making process. I can effectively manage my emotions and maintain a clear and rational mindset when making difficult decisions.

**Ethical Decision Making (Questions 10 & 15):** I take the time to assess the potential ethical implications and consequences of my choices. I am committed to acting in alignment with my personal values and ethical principles in difficult decision-making situations.