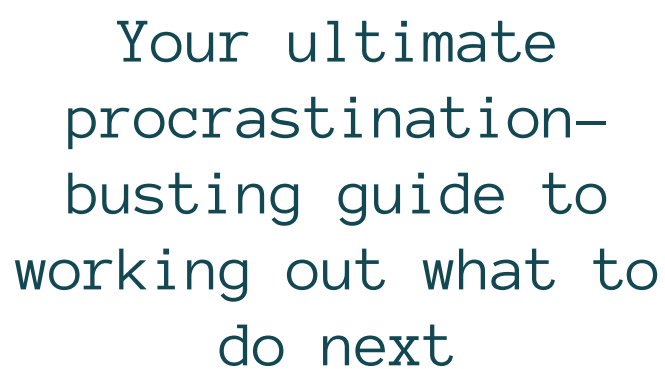




*Make That Decision!*



Your ultimate  
procrastination-  
busting guide to  
working out what to  
do next



HelenLindop.com



When you're a solo business owner you have to make your own decisions. Sometimes that's wonderfully liberating. In fact it may be one of the reasons why you wanted to be your own boss in the first place.

But sometimes the inability to make decisions can totally paralyse you. And it needn't be a big decision, either. I've found myself agonising over the line thickness on the cover of one of my e-books. It's crazy. Especially as we've all got much more important things to do.

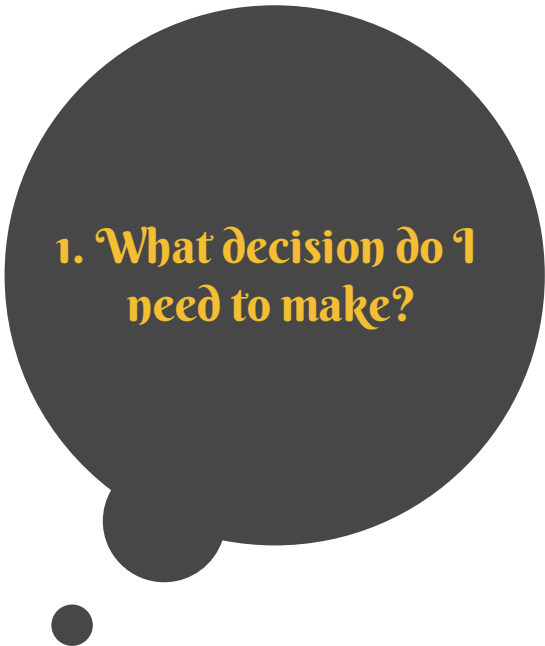
And that's the big problem with not making decisions quickly and efficiently – it clogs up the space in your mind and slows you down. So here is my simple 6-step process to help you make that decision.

I recommend printing it out, stepping away from your computer and filling it in with a pen or pencil. The simple act of getting up and walking away from my computer gets my brain firing in a different way, so see if it works for you too.

My aim here is to download all the data in your brain, to help you to look at it in a fresh way and to explode any false assumptions that are keeping you stuck. I've even thrown in a few quotes for inspiration!

Good luck and let me know how it goes!

Helen  
HelenLindop.com  
Helen@helenlindop.com



## 1. What decision do I need to make?

First, let's get clear on the decision you need to make. Sometimes just getting it down on paper can make it seem less daunting.

**The decision I need to make is...**

The possible actions I could take are...

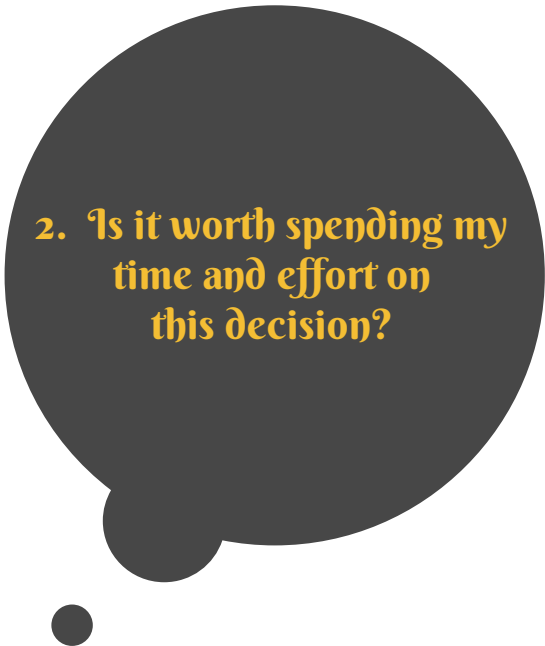
Action 1:

Action 2:

Action 3:

For example: Should I leave my job to work on my business full-time?

Action 1: Leave my job, Action 2: Stay in my job, Action 3: Stay in my job but revisit this decision a year from now. (If you only have 2 actions then just ignore action 3).



## 2. Is it worth spending my time and effort on this decision?


Sometimes we get distracted by decisions that aren't that important. Is this decision really worth spending your valuable time and effort on? Or are there more important things on your to-do list?

On a scale of 0 to 10 (where 0 is totally irrelevant and 10 is critical) I rate this decision as a number...

Is this decision important enough to spend any more of my time on? Write 'yes' or 'no' below...

If yes – Go to question 3, if no – Go to question 6

*For example: Should the main colour of my new logo be midnight blue or navy blue? I'll give this an importance rating 2 out of 10 because it won't make much difference either way! So no, it's not important enough to spend any more time on.*



### 3. What's the worst case scenario?

Writing down your worst fears gets them out in the open and takes away some of the power they have over you. That's what we're going to do next.

Go back to question 1 and look at your answer to action 1. What's the worst thing that could happen if you took this action? Write it below...

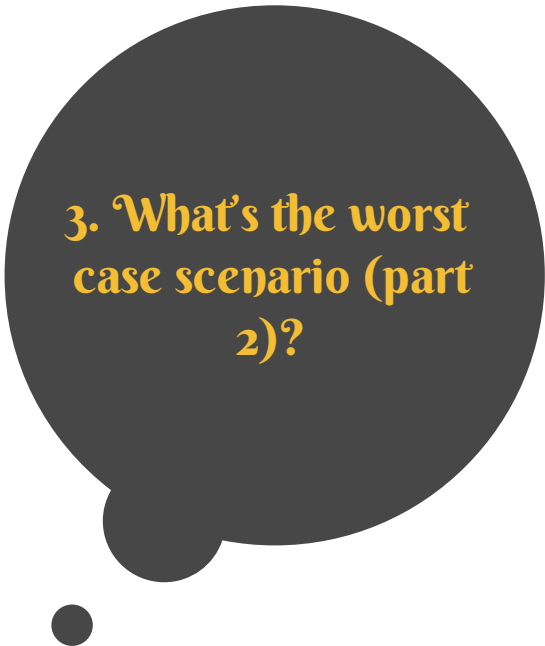
Give this 'thing' a score from 0 to 10 where, where 0 is 'never going to happen' and 10 is 'definitely going to happen'...

Answer these questions for action 1...

What could I do to prevent this from happening?

What would I do if it did happen?

Who could help me if it did happen?



### 3. What's the worst case scenario (part 2)?

Now let's repeat that for action 2.

Go back to question 1 and look at your answer to action 2. What's the worst thing that could happen if you took this action? Write it below...

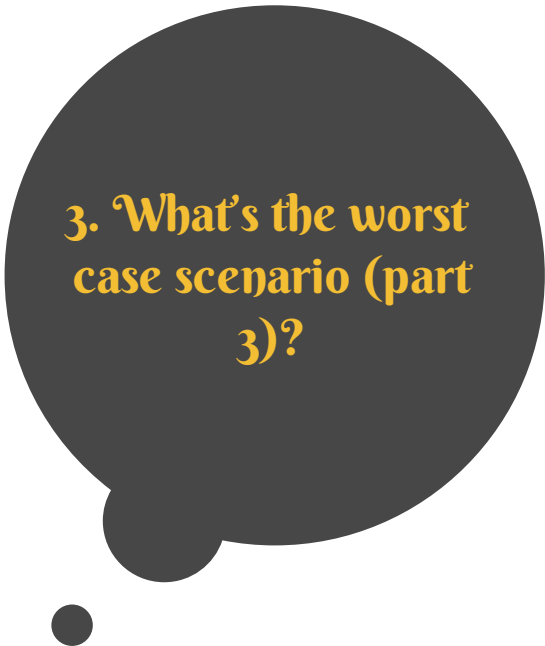
Give this 'thing' a score from 0 to 10 where, where 0 is 'never going to happen' and 10 is 'definitely going to happen'...

Answer these questions for this 'thing'...

What could I do to prevent this from happening?

What would I do if it did happen?

Who could help me if it did happen?



### 3. What's the worst case scenario (part 3)?

And finally let's repeat that for action 3. If you don't have an action 3, just leave this blank.

Go back to question 1 and look at your answer to action 3. What's the worst thing that could happen if you took this action? Write it below...

Give this 'thing' a score from 0 to 10 where, where 0 is 'never going to happen' and 10 is 'definitely going to happen'...

Answer these questions for this 'thing'...

What could I do to prevent this from happening?

What would I do if it did happen?

Who could help me if it did happen?

### 3. What's the best case scenario?

Now let's look at just how good this opportunity could be!

Go back to question 1 and look at your answer to action 1. What's the best thing that could happen if you took this action? Write it below...

Give this 'thing' a score from 0 to 10 where, where 0 is 'never going to happen' and 10 is 'definitely going to happen'...


Answer these questions for this 'thing'...

How would I feel if it did happen?

How would my life change if it did happen?

What could I do to make this more likely to happen?





### 3. What's the best case scenario (part 2)?

And now let's look at the best case scenario for action 2.

Go back to question 1 and look at your answer to action 2. What's the best thing that could happen if you took this action? Write it below...

Give this 'thing' a score from 0 to 10 where, where 0 is 'never going to happen' and 10 is 'definitely going to happen'...

Answer these questions for this 'thing'...

How would I feel if it did happen?

How would my life change if it did happen?

What could I do to make this more likely to happen?

### 3. What's the best case scenario (part 3)?

If you have an action 3 let's look at that too.

Go back to question 1 and look at your answer to action 3. What's the best thing that could happen if you took this action? Write it below...

Give this 'thing' a score from 0 to 10 where, where 0 is 'never going to happen' and 10 is 'definitely going to happen'...

Answer these questions for this 'thing'...

How would I feel if it did happen?

How would my life change if it did happen?

What could I do to make this more likely to happen?



## 4. What assumptions am I making?

Often, we don't notice the assumptions we are making unless we look at our situation in a new way. And by now, you should be looking at this decision in a new way!


Examples of assumptions:

- I have to do this all by myself
- I have to do it a particular way
- I need lots of money and I haven't got enough
- I'm not good enough to do this
- This isn't realistic
- This will take a long time

Your assumptions could be about the decision itself, the action or the outcome. Or all of them.

**The assumptions I'm making are...**

**Now cross out the assumptions that aren't 100% true. What possibilities does this open up for you?**



## 5. What if I already knew what to do?

What if, deep down, you already knew what to do?

Don't think too hard about this, just write it down

**If I already knew which action to take, it would be this...**

If you really don't know the answer there may be an obstacle getting in your way. What is it? Fear of making a mistake? Fear of losing something? Or something else entirely?

**This obstacle is what's stopping me from making my decision...**

**I'm going to get around this obstacle by...**



## 6. Make that decision!

My decision is...

Yes, really. Do it.

Go ahead and make that decision. You have enough information to make your decision. Anything you don't know now you can work out later.

You can almost always change your mind later, even though it might not feel that way right now.

And often, it's not a question of a good choice versus a bad choice. Often either action will give you a good outcome. You may go down a road you didn't expect, but that's better than being stuck at the junction!

Congratulations and good luck!

"Once you make a decision,  
the universe conspires to make it happen."  
— Ralph Waldo Emerson

"Pushing through fear is  
less frightening than living with  
the fear which comes from the  
feeling of helplessness."  
— Susan Jeffers

"We know what we are,  
but not what we may be."  
— William Shakespeare

"I've learned that whenever I decide  
something with an open heart,  
I usually make the right decision."  
— Maya Angelou