MAKE BETTER DECISIONS FASTER

Taking smart risks is about making efficient decisions, but studies show that overthinking leads to slower decision-making and fewer risks. You can refer back to Chapter Five for help with conquering overthinking in general, but here's how to tackle it when it comes to risk-taking specifically:

1. PROJECT THE POTENTIAL IMPACT. It's easy to assume every decision is extremely important, that failure is just one wrong decision away, but most decisions aren't like that—they're changeable, reversible, and even if things don't work out, you've grown wiser as a result. Before you make a call, write down what priorities or people in your life will be impacted. This will help you differentiate between what's crucial and what's not worth obsessing over.

2. FOCUS ON THE KEY OBJECTIVE. Trying to weigh every possible outcome and consideration is paralyzing. To curb information overload, ask yourself, *Of the three to five possible goals I would love to meet with this single decision, which one or two will make the biggest positive impact? Of all the possible people I could please or displease, which one or two people do I least want to disappoint?*

3. GIVE YOURSELF A DEADLINE. Create accountability and creative constraints by determining a date or time by which you'll make a choice. Put it in your calendar, set a reminder on your phone, or even contact the person who is waiting for your decision and let them know when they can expect to hear from you. Leverage your Responsibility for your own benefit.

4. CREATE CONTINGENCIES. This is where your ability to see all sides of a situation comes in handy. Use an if/then formula to plan for different types of outcomes. For example, *If I find myself avoiding writing, then I will turn off Wi-Fi, take a five-minute walk to reset, or commit to writing just 100 words, no matter what they are.*