

## Decision-making Process

1. Identify the problem
  - a. State the problem clearly so that both parties understand exactly what the decision will be about before you move to the next step.
  - b. Determine if there are any emotional issues connected with the problem.
  - c. If there are emotional connections, determine how you will address the emotional connections.
2. Brainstorm multiple solutions
  - a. Create more than one option for how to solve the problem without placing any judgments on any options.
  - b. Maintain an open mind while all options are explored.
  - c. If there is money to be allocated, both parties must agree on the maximum amount to be allocated.
3. Together, explore multiple solutions
  - a. It is important for both parties to be involved in all explorations of solutions.
  - b. Discuss pros and cons for each solution identified.
  - c. If there is a difference of opinion, discuss options for resolving these differences.
  - d. Gather all the facts for each solution before coming to a final decision.
4. Make your decision based on facts after considering any emotional responses
  - a. Use effective communication skills to hear and respond to any emotional concerns from either party.
  - b. Eliminate solutions that do not align with facts and agreements.
  - c. Narrow choices to your top two or three options.
  - d. Make your final decision together based on everything in the prior steps.
5. Review and confirm your decision with each other before making a final commitment
  - a. Identify any emotional concerns that have not been heard and responded to appropriately.
  - b. Confirm that the dollar amount allocated is acceptable based on the facts you have discovered.
  - c. If a dollar amount is not part of the issue, confirm that you both agree on the solution.
  - d. Carry out your joint decision.