

Econtent by

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Course: Home management

Topic: **Decision making**

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Decision making

Decision making is the heart of management process. The success of any management process depends on the quality of decisions made during the process. Decision making is needed when the situation has changed or some problems arise. Decision making is needed at each and every step of management process.

There are five important steps of decision making process:

1. Defining the problem
2. Identifying all possible solutions of the problem
3. Analyzing the alternatives
4. Selecting the most suitable alternative
5. Action in carrying out the plan and bearing the responsibility for the consequences.

Defining or identifying problem

If there is a problem it must be recognized. One can take right decision only when he /she has detailed information about it. Unless the problem is clearly defined and analyzed the ultimate decision would not be effective.

If a home maker is not able to finish her work timely .Then she must find out the exact reason. Why she is getting late? It may be due to overload of work or may be due to ineffective planning and organization. So we can take right decision only when we have clarity about the problem.

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Identifying all possible solutions

Effective decision making occurs when we go through all possible solutions or alternatives. Sometimes after making a decision we realize that we have not thought of that alternative. If I had thought of that, it would have worked better. In case a home maker is not able to finish her tasks timely then first step towards decision making process is to know the exact reason behind it. Now second step is to find out all possible solution of this problem. There may be many solutions of this problem .She may take the assistance of family members or take the help of paid helpers. If her delay in work is due to ineffective planning and organization, she must plan and schedule all works properly. Therefore after analyzing or defining problems the next step is to find out all possible solutions.

Analyzing alternatives or thinking through alternatives

Third important step is to examine each solution in context of his/her own situation. Through this step we observe the advantages and disadvantages of each alternative. It helps in making effective decision making. If an employed home maker is not able to finish her morning household chores before leaving home and the reason is too much work .In this case she has two solutions which have discussed earlier .If she assign some work among family members then she may get relieved but if the family members are not ready to take the responsibilities she should take help of paid helper.

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Selecting the most suitable alternative

After going through each alternative and analyzing good and bad point associated with them, next step is to select the most suitable solution .As in the above example the most suitable solution for an employed home maker is to take the help of paid helper in order to save her time and energy so that she can reach the office timely. Evaluation of alternatives is very important to make the right choice among alternatives.

Action in carrying out the plan and bearing the responsibility for the consequences.

This step is neglected by most of the people however it is very important. It gives feedback and provide guidelines for future decision making. Once we accept the responsibility of consequences, the chances of doing mistakes in future get reduced. It also helps us to refine the skills necessary to make rational decision. Further, it raises self confidence of the home makers.

Types of decision making

1. Individual decision making
2. Group decision making
3. Economic decision making
4. Technical decision making
5. Central decision making
6. Habitual decision making
7. Decisions taking due to experiences and knowledge.