

# Rules for Better Decision Making

Rules to improve decisions:

1. Don't spend time on unimportant decisions.
2. Avoid making decisions when you are tired, frustrated, or angry.
3. Seek disconfirming data, not confirming—avoid the confirmation bias.
4. When time forces a quick decision, trust your intuition. Gather enough information to make an informed gut decision; do not overanalyze but rather trust your feelings for deciding even if you do not understand them.
5. Satisfice: Make decisions that are both satisfying and sufficient.
6. Avoid the illusion of the best decision.
7. Search for options only until you reach your threshold of satisficing, then act.
8. Always consider more than three options before deciding; avoid binary decision making.
9. Involve others in decisions when they have expertise, interest, and are trustworthy.
10. Use failed decisions as opportunities to learn, not to blame or punish.