

Decision Tools

The VIDA Method™ whole-person decision making process integrates both your heart and mind and increases your chances of being more satisfied with your decisions and outcomes.



UNIT 3

TWO GREAT TOOLS

SORT YOURSELF OUT & DECISION WHEEL

Sort Yourself Out

Doing this exercise focuses your attention on decisions you are facing today and reduce your cognitive load.

[Link to video instructions](https://youtu.be/TeiAHTpQ1OA) (https://youtu.be/TeiAHTpQ1OA)

The Decision Wheel

This exercise gives you prompting questions to gain clear steps to understanding:

- Orient on the decision opportunity (Frame - start here)
- Align with your values
- Identify possibilities
- Gather relevant information
- Integrate your heart and mind
- Take action

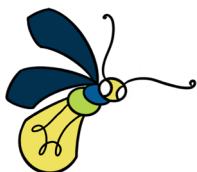
Each of the six process steps has colored text. [Link to video](https://youtu.be/do6CiY9Xfxo) (https://youtu.be/do6CiY9Xfxo)

Example

We start with **Frame**; the black heading is the name of this section. The red words "**Meaningful Inquiries**" may resonate with the heart, the blue "**Useful Perspective**" with the mind.

- Use the prompting bulleted questions to zero in on what you are deciding.

As you work through the wheel you will bounce around these six areas. That's normal! Often times as you unpack your decision and get more clarity, you redefine your frame.



Who could help me understand my choices better?

Sort Yourself Out

Instructions

The Sort Yourself Out is a reflection exercise to support you in a few ways by:

- Reducing your mental overload & structuring multi-step decisions (Step #1). This calms your internal operating system and improves your decision fitness.
- Providing you with a place to capture all that's on your mind so it's not lost (Step #2)
- Focusing on where you have power in today's decisions by putting First Things First (Step #3)
- Orienting on one decision creates structure for the next step ... *the decision process* (Step #4)

Go through each page step-by-step, to hone in on today's decisions and identify decisions you would like help with - we are here to support you!

- Schedule a [Free Strategy Session](#) to Sort Yourself Out.

We hope this helps!

Kristen & Amy

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What We Teach

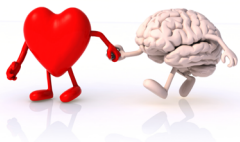
The VIDA Method

Values

Core Motivation



Super-charge your ability to plan, set personal goals & move ahead successfully when you align your decisions with your core values.



mIOS

My Internal Operating System

Understand how your feelings & external inputs impact your thinking. Consciously choose your responses & recognize choice points as you interact with the world.

Decision Process

Clear Steps to Understanding



Captures both your heart & mind with a whole-person decision making process that increases your chances of being more satisfied with both your decisions and outcomes.



Action

Get Clarity, Take Action

Create a personalized tool-box to hack your habits, stay motivated, & achieve your goals helps take you from chaos to calm.

Sort Yourself Out

Capture your thinking

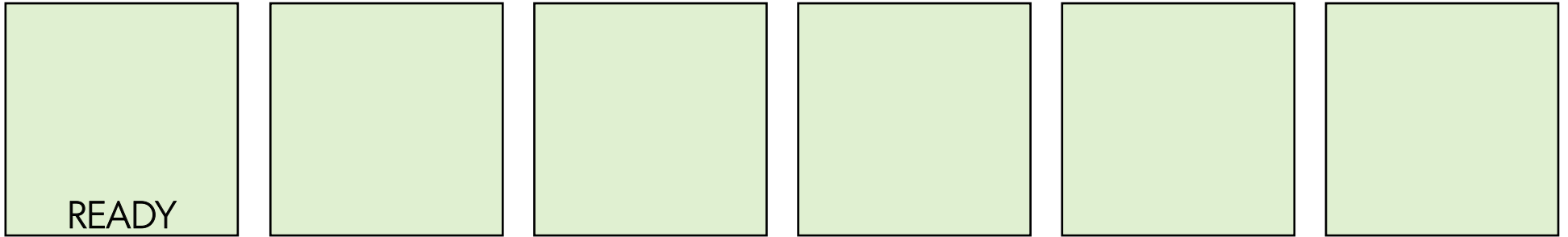
Step #1

Make a list, a mind map, or doodle all the decisions that are on your mind. Capture them below.

Step #2

Look at your list from Step #1 and rate your feeling of readiness and confidence in making the decision. Transfer the decisions from your list into the shapes. Cut out the individual shapes and go to Step #3. You can use sticky notes, just remember to use the symbols/colors to note your readiness.

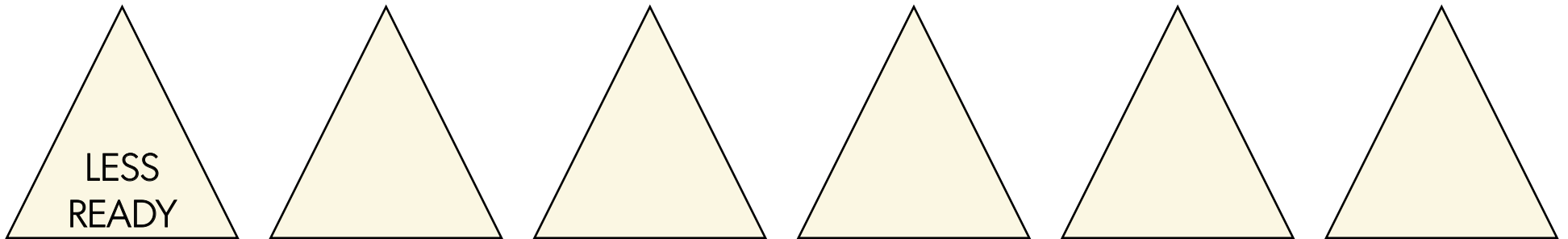
Decisions I feel READY (confident) to make - green



A row of six light green squares with black outlines. The first square on the left contains the word "READY" in black, uppercase letters. The other five squares are empty.

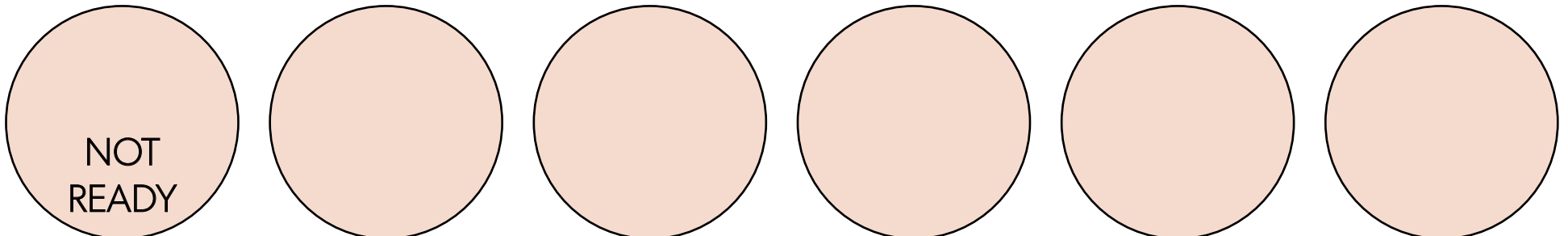
Follow-up Zone - Book your [Free Sort Yourself Out strategy call](#). We're here to help!

Decisions I feel LESS READY (less confident) about making -



A row of six light yellow triangles with black outlines. The first triangle on the left contains the words "LESS READY" in black, uppercase letters. The other five triangles are empty.

Decisions I'm NOT READY (not confident) to make -



A row of six light pink circles with black outlines. The first circle on the left contains the words "NOT READY" in black, uppercase letters. The other five circles are empty.

Step #3



Sort and Tape shapes into the columns. Focus on what 's already been DECIDED, what you're DECIDING, and decisions you DECIDE LATER.

Sort Yourself Out

DECIDED

Decisions already made • Agreements •
Commitments • Personal Policies

DECIDING

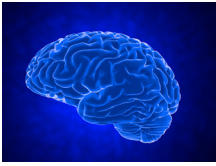
Focus your energy here • Things you're trying
to figure out • Will I/Won't I? • How will I?
Any   decision you need help with,
reach out & schedule a free call.

DECIDE LATER

Decisions I may need help with • Decisions to
make later

Step #4

Schedule your [Free Sort Yourself strategy call](#).



Cool Head
Finds Good Answers

Decision Wheel Worksheet

A Six Step Process



Warm Heart
Motivates Strong Action

Distinct Directions Explore Possibilities Alternatives

- Brainstorm possibilities!
- What could I do specifically?
- Is there a hybrid solution?

Credible Sources Compelling Forecasts Information

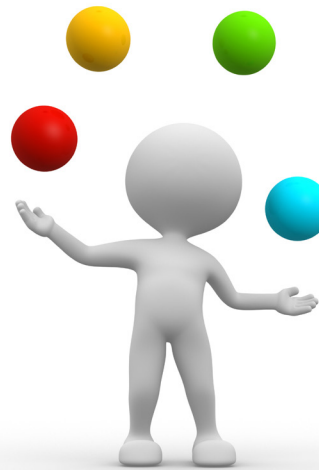
- What else do I need to know to feel confident in my decision?
- Who could help me understand my choices better?
- What should I know here that I don't yet know? Who can help me see my blindspots?

Useful Perspective Meaningful Inquiries Frame

- What am I deciding? Be conscious about making a decision that reflects what you care about to get the most value out of the opportunity.
- Examine choices purposefully. Slow down!
- Choose one decision.
- Look at Sort Yourself Out for focus.

Clear Metrics Noble Purpose Value

- What do I care about?
- Evaluate & Rank options to focus your choices
- What are my personal values to help inform specific needs met, or unmet, in each alternative.



Insightful Reasoning Inspiring Narrative Integration

- On a scale of 1 - 10, do I feel ready to act?
- Did I integrate my heart and mind?
- What uncertainties or fears are still there?
- I've made the best decision I can and I'm ready to face any outcome!

Actionable Plans
Aligned Intentions
Final Step: Commitment
(Take Action Sheet)



Cool Head
Finds Good Answers

Distinct Directions
Explore Possibilities
Alternatives

Decision Quality Worksheet

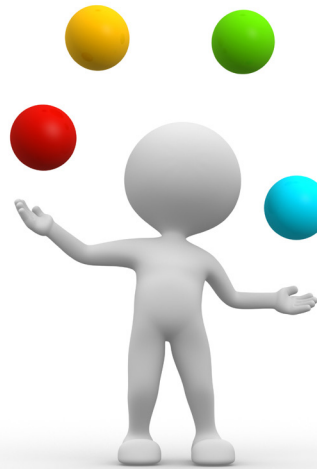


Warm Heart
Motivates Strong Action

Credible Sources
Compelling Forecasts
Information

Useful Perspective
Meaningful Inquiries
Frame

Clear Metrics
Noble Purpose
Value



Actionable Plans
Aligned Intentions
Final Step: Commitment
(Take Action Sheet)

Insightful Reasoning
Inspiring Narrative
Integration