

Smart Choices A Practical Guide To Making Better Decisions

"A very rich book sprinkled with real-life examples as well as battle-tested advice." —Pierre Haren, VP ILOG, IBM "James does a thorough job of explaining Decision Management Systems as enablers of a formidable business transformation." —Deepak Advani, Vice President, Business Analytics Products and SPSS, IBM Build Systems That Work Actively to Help You Maximize Growth and Profits Most companies rely on operational systems that are largely passive. But what if you could make your systems active participants in optimizing your business? What if your systems could act intelligently on their own? Learn, not just report? Empower users to take action instead of simply escalating their problems? Evolve without massive IT investments? Decision Management Systems can do all that and more. In this book, the field's leading expert demonstrates how to use them to drive unprecedented levels of business value. James Taylor shows how to integrate operational and analytic technologies to create systems that are more agile, more analytic, and more adaptive. Through actual case studies, you'll learn how to combine technologies such as predictive analytics, optimization, and business rules—improving customer service, reducing fraud, managing risk, increasing agility, and driving growth. Both a practical how-to guide and a framework for planning, Decision Management Systems focuses on mainstream business challenges. Coverage includes Understanding how Decision Management Systems can transform your business Planning your systems "with the decision in mind" Identifying, modeling, and prioritizing the decisions you need to optimize Designing and implementing robust decision services Monitoring your ongoing decision-making and learning how to improve it Proven enablers of effective Decision Management Systems: people, process, and technology Identifying and overcoming obstacles that can derail your Decision Management Systems initiative

Rarely does success or failure result from one choice, or one lucky break, but rather the quality of your life is determined by the multitude of small choices that you make on a regular basis. To create a rich and meaningful life you need to honour your essential nature, know what motivates and challenges you and what your raw potential is. If you choose to develop your raw potential and share your gifts with others you find your true purpose. Who you are today is a result of the conscious and unconscious decisions you made about yourself up to now. Who you will be tomorrow is still undecided. Every time you act on a choice which empowers you, you reinforce the belief that you can have what you want, and your life begins to change. It's not what happens to you that determines how you feel and what you can do or have. It's the daily choices that you act upon. This book is a practical map for making every day choices which determine the quality of your life.

* Our summary is short, simple and pragmatic. It allows you to have the essential ideas of a big book in less than 30 minutes. By reading this summary, you will discover how to make better decisions more efficiently. You will also discover how to : be more confident about yourself; avoid frustration from making the wrong choice; seize more opportunities; find solutions to difficult problems; improve your life. How do you make a decision? The question may seem pointless, since deciding seems simple. In reality, making a good decision is a skill that is never learned, yet it is one of the most useful. Take your life, for example: it is the result of the thousands of choices, big and small, that you have made over the years. Perhaps you regret some of them; perhaps you are proud of others. Either way, you are destined to be faced with decisions throughout your life, and that must never leave room for arbitrariness. "Smart Choices" brings together more than 100 years of psychological research on the best ways to make decisions: reading it will save you from frustration and bad choices. Master the art of decision making! *Buy now the summary of this book for the modest price of a cup of coffee!

Comparative case studies and analyses of the influence of domestic politics on countries' climate change policies and Kyoto ratification decisions.

Written in a conversational style with real-world examples, this brief text will guide new and returning students in career exploration and decision making. It offers tools for students to explore their own values and organize and use information effectively, and tells how to evaluate trends in the

Through an examination of people in the workplace, this book offers a look at the four factors that drive human beings and lead them to the choices that they make.

Business revolves around making decisions, often risky decisions, usually with incomplete information and too often in less time than we need. Executives at every level, in every industry, are confronted with information overload, less leeway for mistakes, and a business environment that changes rapidly. In light of this increased pressure and volatility, the old-fashioned ways of making decisions—depending on intuition, common sense, and specialized expertise—are simply no longer sufficient. Distilling over thirty years of groundbreaking research, *Winning Decisions*, written by two seasoned business advisers and world leaders in behavioral decision studies, is a comprehensive, one-of-a-kind guide to the proven methods of making critical business decisions confidently, quickly—and correctly. Decision-making is a business skill which managers often take for granted in themselves and others—but it's not as easy as some might think. The authors, whose expertise has been sought out by over a hundred companies, including Arthur Andersen, Hewlett-Packard, IBM, and Unilever, contend that decision-making, like any other skill, must be developed and honed if it is to be used effectively. *Winning Decisions* offers step-by-step analyses of how people typically make decisions, and provides invaluable advice on how to improve your chances of getting your next big decision right the first time. The book is packed with worksheets, tools, questionnaires, case studies, and anecdotes analyzing major decisions made by organizations like British Airways, NASA, Shell Oil, and Pepsi. Some of the proven, straightforward techniques covered in *Winning Decisions* include how to: Reframe issues to ensure that the real problem is being addressed Improve the quality and quantity of your options Convert expert yet conflicting opinions into useful insights Make diversity of views and conflict work to your advantage Foster efficient and effective group decision-making Learn from past decisions—your own and those of others With *Winning Decisions*, managers and other professionals now have access to a proven set of skills and strategies they need for making the right decision, right away.

Add value with every decision using a simple yet powerful framework Few things are as valuable in business, and in life, as the ability to make good decisions. Can you imagine how much more rewarding your life and your business would be if every decision you made were the best it could be? Decision Quality empowers you to make the best possible choice and get more of what you truly want from every decision. Dr. Carl Spetzler is a leader in the field of decision science and has worked with organizations across industries to improve their decision-making capabilities. He and his co-authors, all experienced consultants and educators in this field, show you how to frame a problem or opportunity, create a set of attractive alternatives, identify relevant uncertain information, clarify the values that are important in the decision, apply tools of analysis, and develop buy-in among stakeholders. Their straightforward approach is elegantly simple, yet practical and powerful. It can be applied to all types of decisions. Our business and our personal lives are marked by a stream of decisions. Some are small. Some are large. Some are life-altering or strategic. How well we make those decisions truly matters. This book gives you a framework and thinking tools that will help you to improve the odds of getting more of what you value from every choice. You will learn: The six requirements for decision quality, and how to apply them The difference between a good decision and a good outcome Why a decision can only be as good as the best of the available alternatives Methods for making both "significant" and strategic decisions The mental traps that undermine decision quality and how to avoid them How to deal with uncertainty—a factor in every important choice How to judge the quality of a decision at the time you're making it How organizations have benefited from building quality into their decisions. Many people are satisfied with 'good enough' when making important decisions. This book provides a method that will take you and your co-workers beyond 'good enough' to true Decision Quality.

Combining sound dietary information with the techniques of the Nonviolent Communication (NVC) process, this booklet shifts the focus from simple weight loss to changing the

ways readers relate to food and their food choices. Eating is a need, but for those caught in cycles of overconsumption and dieting, it's often a poor attempt to meet other needs, such as emotional fulfillment. When reconnected to actual needs, however, consumption habits turn into nutritional choices, signaling greater freedom. Practical strategies are outlined for breaking out of cycles of eating and becoming aware of one's needs. Rather than being a proscriptive fad diet, the suggestions encourage readers to explore the emotional consciousness that underlies their eating patterns, freeing them to once again enjoy the tastes, smells, and sensations of good eating.

Offers a practical guide for improving schools dramatically that will enable all students from all backgrounds to achieve at high levels. Includes assessment forms, an index, and a DVD.

This book provides a comprehensive yet accessible guide to running randomized impact evaluations of social programs. Drawing on the experience of researchers at the Abdul Latif Jameel Poverty Action Lab, which has run hundreds of such evaluations in dozens of countries throughout the world, it offers practical insights on how to use this powerful technique, especially in resource-poor environments. This step-by-step guide explains why and when randomized evaluations are useful, in what situations they should be used, and how to prioritize different evaluation opportunities. It shows how to design and analyze studies that answer important questions while respecting the constraints of those working on and benefiting from the program being evaluated. The book gives concrete tips on issues such as improving the quality of a study despite tight budget constraints, and demonstrates how the results of randomized impact evaluations can inform policy. With its self-contained modules, this one-of-a-kind guide is easy to navigate. It also includes invaluable references and a checklist of the common pitfalls to avoid. Provides the most up-to-date guide to running randomized evaluations of social programs, especially in developing countries Offers practical tips on how to complete high-quality studies in even the most challenging environments Self-contained modules allow for easy reference and flexible teaching and learning Comprehensive yet nontechnical

Making Work and Family Work investigates the difficult choices that contemporary employees must face when juggling work and family with a view to identifying the smart choices that all parties involved—society, employers, employees and families—should make to promote greater work–life balance. Leading scholars Jeffrey Greenhaus and Gary Powell begin by identifying the factors that work against an employee's ability to be effective and satisfied in their work and family roles. From there, they examine a variety of factors that impact the decision-making process that employees and their families can use to enhance employees' feelings of work-family balance and families' well-being.

Covering a comprehensive set of topics and perspectives, this fascinating book will appeal to upper-level students of human resource management, organizational behavior, industrial/organizational psychology, sociology, and economics, as well as to thoughtful and engaged professionals.

This is the eBook version of the printed book. If the print book includes a CD-ROM, this content is not included within the eBook version. We tend to be somewhat risk averse as a species. We are systematic and logical, which sometimes makes us overcautious. Sure, look a decision squarely in the face. Consider it from every angle, but also focus on the intangibles that might be harder to place into a systematic equation of risks and returns. After you've done a careful analysis, step back. Maybe the crazy decision is the right one. Don't underestimate the power of deciding boldly. These essential truths help you to learn the brave way to make complex and critical decisions.

Roberta Snow and Paul Phillips present a clear and structured way to manage the challenges of limited resources, competing demands, and the need for accountability while remaining true to a nonprofit's mission. Making Critical Decisions offers nonprofit leaders a proven model for making hard choices that minimize risks while maintaining progress toward the organization's goals as well as a practical framework for understanding and implementing the decision-making process. The book includes qualitative and quantitative tools and offers illustrative case examples throughout that clearly show how this method can be applied to different types of nonprofit organizations.

Learn why bad decisions happen to good managers—and how to make better ones. If you read nothing else on decision making, read these 10 articles. We've combed through hundreds of articles in the Harvard Business Review archive and selected the most important ones to help you and your organization make better choices and avoid common traps. Leading experts such as Ram Charan, Michael Mankins, and Thomas Davenport provide the insights and advice you need to: Make bold decisions that challenge the status quo Support your decisions with diverse data Evaluate risks and benefits with equal rigor Check for faulty cause-and-effect reasoning Test your decisions with experiments Foster and address constructive criticism Defeat indecisiveness with clear accountability

Offers readers an easy-to-follow process to improve ways to make business decisions, family decisions, and personal decisions

Become confident in your choices. Where should I live? Is it time to get a new job? Which job candidate should I hire? What business strategy should I pursue? We spend the majority of our lives making decisions, both big and small. Yet, even though our success is largely determined by the choices that we make, very few of us are equipped with useful decision-making skills. Because of this, we often approach our choices tentatively, or even fearfully, and avoid giving them the time and thought required to put our best foot forward. In Smart Choices, John Hammond, Ralph Keeney, and Howard Raiffa—experts with over 100 years of experience resolving complex decision problems—offer a proven, straightforward, and flexible roadmap for making better and more impactful decisions, and offer the tools to achieve your goals in every aspect of your life. Their step-by-step, divide-and conquer approach will teach you how to: • Evaluate your plans • Break your potential decision into its key elements • Identify the key drivers that are most relevant to your goals • Apply systematic thinking • Use the right information to make the smartest choice Smart Choices doesn't tell you what to decide; it tells you how. As you routinely use the process, you'll become more confident in your ability to make decisions at work and at home. And, more importantly, by applying its time-tested methods, you'll make better decisions going forward. Be proactive. Don't wait until a decision is forced on you—or made for

you. Seek out decisions that advance your long-term goals, values, and beliefs. Take charge of your life by making Smart Choices a lifetime habit.

This text argues that in decision-making a focus should be placed on the bottom-line objectives that give it its meaning. It states that through recognizing and articulating fundamental values, better decision opportunities can be identified, thereby creating better alternatives.

The four principles that can help us to overcome our brains' natural biases to make better, more informed decisions--in our lives, careers, families and organizations. In *Decisive*, Chip Heath and Dan Heath, the bestselling authors of *Made to Stick* and *Switch*, tackle the thorny problem of how to overcome our natural biases and irrational thinking to make better decisions, about our work, lives, companies and careers. When it comes to decision making, our brains are flawed instruments. But given that we are biologically hard-wired to act foolishly and behave irrationally at times, how can we do better? A number of recent bestsellers have identified how irrational our decision making can be. But being aware of a bias doesn't correct it, just as knowing that you are nearsighted doesn't help you to see better. In *Decisive*, the Heath brothers, drawing on extensive studies, stories and research, offer specific, practical tools that can help us to think more clearly about our options, and get out of our heads, to improve our decision making, at work and at home.

Smart Choices A Practical Guide to Making Better Decisions Harvard Business Review Press

Written by a practicing family physician employed by one of the nation's top healthcare organizations, *Stay Healthy, Live Longer, Spend Wisely* provides critical information readers need to make intelligent medical and financial decisions to not only increase their chances for good health but also to get the most value out of their healthcare dollars. It is the only book that simultaneously tackles both the medical and financial perspective of staying healthy. This easy-to-understand handbook provides the valuable insider tips on how to select a high-quality health insurance plan, how to make every doctor's visit productive, whether body scans, dietary supplements, or concierge physicians are worth the money, what and who are the various primary care and specialist physicians a person may encounter, the truth about generic and branded medications, and which tests, procedures, and actions must be done to stay well both physically and financially. As healthcare becomes increasingly expensive, confusing, and difficult to navigate, this book clears the clutter and provides readers with useful information they won't find anywhere else.

"Scenarios are now a part of every successful manager's toolkit. This book is the first comprehensive guide to the latest developments in scenario thinking written by today's leading practitioners in the field." -Napier Collyns, a pioneer of scenario planning at Dutch/Shell now Managing Director, Global Business Network (GBN) "In twenty years of helping companies create and plan for their futures, I have never come across a book that dealt with the use of scenario-based planning as comprehensively as this one." -David Kelley CEO, IDEO Product Development the creators of the Apple Mouse "This book is the greatest reference today on scenario planning--the preeminent tool for those who believe that the future belongs to those with the imagination to create it. The combination of scenario planning and strategy formulation can be a wondrous right brain process that galvanizes teams with a compelling vision and common purpose." -David E. Schnedler Director, Corporate Planning Sun Microsystems, Inc. "Organizations must create intellectual and organizational tension around distinctly different views of the future. Learning from the Future demonstrates why scenarios are ideally suited to generate such tension and how to use scenario learning as a steppingstone to superior strategies." -Richard Pascale, Associate Fellow of Oxford University and author of *Managing on the Edge: How the Smartest Companies Use Conflict to Stay Ahead* "An invaluable guide to the mind-stretching benefits of scenarios that are fully embedded in the strategic thinking process. It should be required reading for any management team embarking on scenario development so they can realize the benefits and evade the pitfalls." -George Day, Geoffrey T. Boisi Professor and Director of the Huntsman Center for Global Competition and Innovation Wharton School, University of Pennsylvania

The best way to improve your quality of life is through the decisions you make. This book teaches several fundamental decision-making skills, provides numerous applications and examples, and ultimately nudges you toward smarter decisions. These nudges frame more desirable decisions for you to face by identifying the objectives for your decisions and generating superior alternatives to those initially considered. All of the nudges are based on psychology and behavioral economics research and are accessible to all readers. The new concept of a decision opportunity is introduced, which involves creating a decision that you desire to face. Solving a decision opportunity improves your life, whereas resolving a decision problem only restores the quality of your life to that before the decision problem occurred. We all can improve our decision-making and reap the better quality of life that results. This book shows you how.

This comprehensive textbook explores the policy process from a multitude of perspectives, including rationalism, culturalism, institutionalism and from a political point of view. This allows students to discover key concepts from the policy science literature and gain a deeper understanding of how public policy is discussed academically and shaped empirically.

Drawing on her breakthrough research with 115 CEOs, Luda Kopeikina offers practical, proven techniques for structuring decisions, achieving clarity about the real issues involved, and using that clarity to improve the quality of every decision you make. Kopeikina begins by defining clarity in decision-making, identifying five root causes for decision difficulty, and introducing the "Clarity State": that singular moment of focus where things fall into place, and solutions become obvious. Next, she introduces a set of powerful techniques for overcoming decision difficulties, stripping away decision complexity, and achieving the Clarity State. Kopeikina concludes with a detailed case study tracing how real executives use these techniques to make crucial strategic decisions.

For courses in Decision Making and Engineering. *The Fundamentals of Analyzing and Making Decisions Foundations of Decision Analysis* is a groundbreaking text that explores the art of decision making, both in life and in professional settings. By exploring themes such as dealing with uncertainty and understanding the distinction between a decision and its outcome, the First Edition teaches readers to achieve clarity of action in any situation. The book treats decision making as an evolutionary process from a scientific standpoint. Strategic decision-making analysis is presented as a tool to help students understand, discuss, and settle on important life choices. Through this text, readers will understand the specific thought process that occurs behind approaching any decision to make easier and better life choices for themselves.

Peter Fishburn has had a splendidly productive career that led to path-breaking contributions in a remarkable variety of areas of research. His contributions have been published in a vast literature, ranging through journals of social choice and welfare, decision theory, operations research, economic theory, political science, mathematical psychology, and discrete mathematics. This work was done both on an individual basis and with a very long list of coauthors. The contributions that Fishburn made can roughly be divided into three major topical areas, and contributions to each of these areas are identified by

sections of this monograph. Section 1 deals with topics that are included in the general areas of utility, preference, individual choice, subjective probability, and measurement theory. Section 2 covers social choice theory, voting models, and social welfare. Section 3 deals with more purely mathematical topics that are related to combinatorics, graph theory, and ordered sets. The common theme of Fishburn's contributions to all of these areas is his ability to bring rigorous mathematical analysis to bear on a wide range of difficult problems.

Experts in economics, psychology, statistics, and decision theory explore the question of how to make wise choices that improve the welfare of individuals and society

This essential new text is designed for courses in contemporary moral issues, applied ethics, and leadership. Emphasizing personal choice in the study of ethics, the authors take the reader on a journey of self-discovery rather than a mere academic survey of the field of ethics. A Practical Guide to Ethics: Living and Leading with Integrity helps students develop their skills in ethical decision-making and put those decisions into effective practice. Its unique focus on leadership, especially the moral dimensions of understanding one's own values, teaches students to understand and, through dialog and negotiation, communicate their own beliefs as a step to building coalitions with those who may hold different views. It is also distinctive in combining ethical theory with both multicultural ethics (Confucianism, Hinduism, Islam, feminism) and a practical orientation to moral decision-making and leadership.

Smith, Jennifer A. Szymanski, Terry Walshe, Nicolas Zuël

A practical and comprehensive guide to surviving the greatest disaster of our time, from New York Times bestselling self-help author and beloved CBS Sunday Morning science and technology correspondent David Pogue. You might not realize it, but we're already living through the beginnings of climate chaos. In Arizona, laborers now start their day at 3 a.m. because it's too hot to work past noon. Chinese investors are snapping up real estate in Canada. Millennials have evacuation plans. Moguls are building bunkers. Retirees in Miami are moving inland. In How to Prepare for Climate Change, bestselling self-help author David Pogue offers sensible, deeply researched advice for how the rest of us should start to ready ourselves for the years ahead. Pogue walks readers through what to grow, what to eat, how to build, how to insure, where to invest, how to prepare your children and pets, and even where to consider relocating when the time comes. (Two areas of the country, in particular, have the requisite cool temperatures, good hospitals, reliable access to water, and resilient infrastructure to serve as climate havens in the years ahead.) He also provides wise tips for managing your anxiety, as well as action plans for riding out every climate catastrophe, from superstorms and wildfires to ticks and epidemics. Timely and enlightening, How to Prepare for Climate Change is an indispensable guide for anyone who read The Uninhabitable Earth or The Sixth Extinction and wants to know how to make smart choices for the upheaval ahead.

Drawing from different 'fields' such as philosophy, psychology, literature, and theology, Joseph Bikart uses decades of experience as a business coach for senior executives around the globe to explore how and why we make the decisions we do. What is it that makes some of us better - or worse - than others at committing to a choice? What are the forces that hold us back, and how can we successfully overcome them? Every facet of our lives depends on the decisions we make. Yet, how often do we pause to reflect on our ability to make the best and smartest choices? The key is how we confront and refine the decision making process. Joseph Bikart explores the intricacies of decision making, challenging us to understand why we make the choices we do. He explores how the true power of decisions, especially the toughest among them, help us to face our fears and may in turn change how we think about ourselves. The book is broken into four clear parts and punctuated with short practical essays Bikart presents a lively and compelling exploration of the process of decision making covering; Indecision, indecision - what makes us indecisive? What holds us back and why? Where Art Thou? How and where we get stuck and the importance of relaxing one's grip. The Momentum of Decisiveness - Keeping our focus and proactivity. The Deciding Mind - making our smartest choices. Drawing from such different fields as philosophy, psychology, neurology, literature, art history and theology, we are taken on a journey from the depths of procrastination to the elation of decision making. Presenting a fresh perspective on what to do at the proverbial fork in the road, Bikart's unique philosophy is insightful, thought provoking, and potentially life-changing.

"This book is about the creative and messy process of making environmental management decisions. The approach we describe is called Structured Decision Making, a distinctly pragmatic label given to ways for helping individuals and groups think through tough multidimensional choices characterized by uncertain science, diverse stakeholders, and difficult tradeoffs. This is the everyday reality of environmental management, yet many important decisions currently are made on an ad hoc basis that lacks a solid value-based foundation, ignores key information, and results in selection of an inferior alternative. Making progress--in a way that is rigorous, inclusive, defensible, and transparent--requires combining analytical methods drawn from the decision sciences and applied ecology with deliberative insights from cognitive psychology, facilitation, and negotiation. We review key methods and discuss case-study examples based in our experiences in communities, boardrooms, and stakeholder meetings. Our goal is to lay out a compelling guide that will change how you think about making environmental decisions"--

How green can you be? Green: Drive the speed limit Greener: Drive a fuel-efficient car Greenest: Bike or walk The perfect guide to help readers decide how to best spend their time and money to protect the environment, Green, Greener, Greenest offers flexible tips for everyday living, all categorized as "green," "greener," and "greenest." Cutting through the labeling and the hype, it helps readers choose the advice that fits their schedule, their budget, and their interests, with the understanding that there's never one "right way" to make a difference. This indispensable resource will grow with readers-whether a novice in green living or a veteran environmentalist-as their interests and needs change over time.

So You Think You're Smart is an eclectic collection of word games, riddles and logic puzzles to tantalize, tease and boggle the brains of readers of all ages and educational levels. The brain teasers are about ordinary words and things that everybody knows about so only common sense and a bit of resourcefulness are needed to solve them. The book is in its 17th printing and has appeared on Saturday Night Live.

In the Second Edition of Rational Choice in an Uncertain World the authors compare the basic principles of rationality with actual behaviour in making decisions. They describe theories and research findings from the field of judgment and decision making in a non-technical manner, using anecdotes as a teaching device. Intended as an introductory textbook for advanced undergraduate and graduate students, the material not only is of scholarly interest but is practical as well. The Second Edition includes: - more coverage on the role of emotions, happiness, and general well-being in decisions - a summary of the new research on the neuroscience of decision processes - more discussion of the adaptive value of (non-rational heuristics) - expansion of the graphics for decision trees, probability trees, and Venn diagrams.

Powerful Earthquake Triggers Tsunami in Pacific. Hurricane Isaac Makes Landfall in the Gulf Coast. Wildfires Burn Hundreds of Houses and Businesses in Colorado. Tornado Touches Down in Missouri. These headlines not only have caught the attention of people around the world, they have had a significant effect on IT professionals as well. The new 2nd Edition of Business Continuity and Disaster Recovery for IT Professionals gives you the most up-to-date planning and risk management techniques for business continuity and disaster recovery (BCDR). With distributed networks, increasing demands for confidentiality, integrity and availability of data, and the widespread risks to the security of personal, confidential and sensitive data, no organization can afford to ignore the need for disaster planning. Author Susan Snedaker shares her expertise with you, including the most current options for disaster recovery and communication, BCDR for mobile devices, and the latest infrastructure considerations including cloud, virtualization, clustering, and more. Snedaker also provides you with new case studies in several business areas, along with a review of high availability and information security in healthcare

IT. Don't be caught off guard—Business Continuity and Disaster Recovery for IT Professionals, 2nd Edition , is required reading for anyone in the IT field charged with keeping information secure and systems up and running. Complete coverage of the 3 categories of disaster: natural hazards, human-caused hazards, and accidental / technical hazards Extensive disaster planning and readiness checklists for IT infrastructure, enterprise applications, servers and desktops Clear guidance on developing alternate work and computing sites and emergency facilities Actionable advice on emergency readiness and response Up-to-date information on the legal implications of data loss following a security breach or disaster

Learn how to make better, faster decisions. You make decisions every day--from prioritizing your to-do list to choosing which long-term innovation projects to pursue. But most decisions don't have a clear-cut answer, and assessing the alternatives and the risks involved can be overwhelming. You need a smarter approach to making the best choice possible. The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more-creative ideas, evaluate your alternatives fairly, and make the final call with confidence. You'll learn how to: Overcome the cognitive biases that can skew your thinking Look at problems in new ways Manage the trade-offs between options Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision--and overcome any resistance Arm yourself with the advice you need to succeed on the job, from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

The phrase "work smarter, not harder" has been repeatedly ridiculed in the Dilbert comic strip and elsewhere, not because it is a bad idea, but because it is thrown like a brick lifesaver to drowning employees. To tell someone to work smarter is like telling someone to be happier, healthier, and richer. It's not much help to merely repeat the objective; what people need is a plan for achieving the objective. In Making Great Decisions, we show our readers how to achieve their objectives. We write to help those in business and those in the business of life--i.e., everyone--to work smarter. Our ideas are both simple and powerful. We offer a better way to look at problems so that the solutions are easier to find. We help supplement our readers' clear thinking by summarizing some of the most powerful techniques we have discovered. Have you ever driven through corn country? From a distance, all you see are corn stalks and more corn stalks in a jumbled mess. Then suddenly, when you get closer, your perspective changes, and you can see down the rows and realize that the corn was planted perfectly in straight lines. Your perception of the crop changes from a messy jumble to a clear picture simply because you're in the right spot. This book puts readers in that ideal spot. So many problems seem like hopeless jumbles but then, when you start using the techniques we discuss here, they start to look as straightforward as the straightest line in an Iowa cornfield. What motivated us to write this book is that, over the years, both of us have regularly come across people in organizations--often bright people with MBAs or other graduate degrees--who don't think they have time, energy, or skills to make good decisions. They have many clues but don't know how to put them together. They regularly face situations that they could analyze with some of the tools they learned in their courses, but they don't realize that. We don't hold ourselves apart from this group, and stories of our successes and failures are sprinkled throughout Making Great Decisions in Business and Life.

From one of the most prestigious nonprofit organizations devoted to environmental issues comes a clear, practical, and rational overview of the relationship between consumers and the environment. Paper or plastic? Bus or car? Old house or new? Cloth diapers or disposables? Some choices have a huge impact on the environment; others are of negligible importance. To those of us who care about our quality of life and what is happening to the earth, this is a vastly important issue. In these pages, the Union of Concerned Scientists help inform consumers about everyday decisions that significantly affect the environment. For example, a few major decisions--such as the choice of a house or vehicle--have such a disproportionately large affect on the environment that minor environmental infractions shrink by comparison. This book identifies the 4 Most Significant Consumer-Related Environmental Problems, the 7 Most Damaging Spending Categories, 11 Priority Actions, and 7 Rules for Responsible Consumption. Learn what you can do to have a truly significant impact on our world from the people who are at the forefront of scientific research.

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