

	Agree	Neither	Disagree	
1. I am able to make decisions and stick to them.	1	2	3	4 5
2. I am able to make simple decisions quickly.	1	2	3	4 5
3. I am able to scan a wide array of information and distill the information I need when making a complex decision.	1	2	3	4 5
4. I clarify my purpose before making a decision.	1	2	3	4 5
5. I clarify what process I will be using before making a decision.	1	2	3	4 5
6. I take the time necessary when making complex decisions.	1	2	3	4 5
7. I consider several options before making a decision.	1	2	3	4 5
8. I invite multiple perspectives before making a decision.	1	2	3	4 5
9. I gather the information necessary before making a decision.	1	2	3	4 5
10. I consider the advantages and limitations of each option before choosing a course of action.	1	2	3	4 5
11. I weigh the possible ramifications of each choice before making a decision.	1	2	3	4 5
12. I list and prioritize the factors that are important to me and use these factors when making a decision.	1	2	3	4 5
13. I take time to reflect on how a decision feels to me intuitively before acting on the decision.	1	2	3	4 5
14. I communicate the rationale for my decisions to those who are affected by them.	1	2	3	4 5
15. When I seek outside counsel, I involve internal group members when making the final decision.	1	2	3	4 5
16. I seek input from those involved in a decision.	1	2	3	4 5
17. Those with whom I work feel safe in raising ideas that contradict my own.	1	2	3	4 5
18. I don't dominate meetings and ensure that all present have a chance to speak before decisions are made.	1	2	3	4 5
19. I establish checkpoints and specify who's accountable for decisions made by my group.	1	2	3	4 5
20. I have a set of guidelines I use when faced with an ethical dilemma.	1	2	3	4 5
21. I take into account the needs of all relevant stakeholders before making a decision.	1	2	3	4 5
22. I make decisions that make sense and are consistent with my "best" self-concept.	1	2	3	4 5
23. I take responsibility for my actions.	1	2	3	4 5

= 39

If your score is 69 or higher, you might consider creating a plan for increasing your skills in making effective and ethical decisions.

SOURCE: Suzanne C. de Janasz, Karen O. Dowd, and Beth Z. Schneider, *Interpersonal Skills in Organizations* (New York: McGraw-Hill/Irwin, 2002), p. 388.