Improve Your Decision-Making With Ink Thinking

Ink thinking is a simple, yet powerful technique that can hone your decision-making over time. Supplement external feedback sources with advice of your own.

1. Purchase a small journal
   An ideal journal is about 3.5 x 5.5 inches. Small ruled journals require you to write less and increase the chances you’ll use this technique.

2. Schedule a 5-10 min recurring meeting
   on your work calendar marking you as “busy” to colleagues. Schedule this meeting at a time when you’re usually available or need a break.

3. Print
   Print this sheet out and cut out the guide. Fold the guide and use tape as needed. Keep the guide in your journal.

4. Journal your decisions
   Have your journal accessible where you work and use it only for journaling your decisions. Refer to the guide when making a new entry.

Decide & Predict

Start an entry on a blank left-hand page:

1. Write today’s date.
2. Describe an important decision you recently made at work.
3. Predict what you expect will happen next because of your decision.
4. Review your past entries and advice. Look for patterns where your intuition resulted in effective or ineffective outcomes.