

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.

8 **Advise** your future self on what to do next time. Mark encouraging or constructive feedback with a box, circle, etc.

7 **Reflect** on your prediction and the outcome. Were you accurate?

9 **Describe** your decision's outcome. Be honest.

5 Write today's date.

On the blank right-hand page:
Know the outcome of a decision?

Reflect & Advise

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.