

# 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.



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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?

6 Describe your decision's outcome. Be honest.

5 Write today's date.

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

## 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.