

# **MODULE 4**



- **DECISION TREE**

**A student** asks how to approach the study of a subjects: To study **only theory, only practice or both.**

The probability that the exam is excessively **theoretical** is 5%, that it is eminently **practical** is 65%, and that it combines **theory and practice** is 30%.

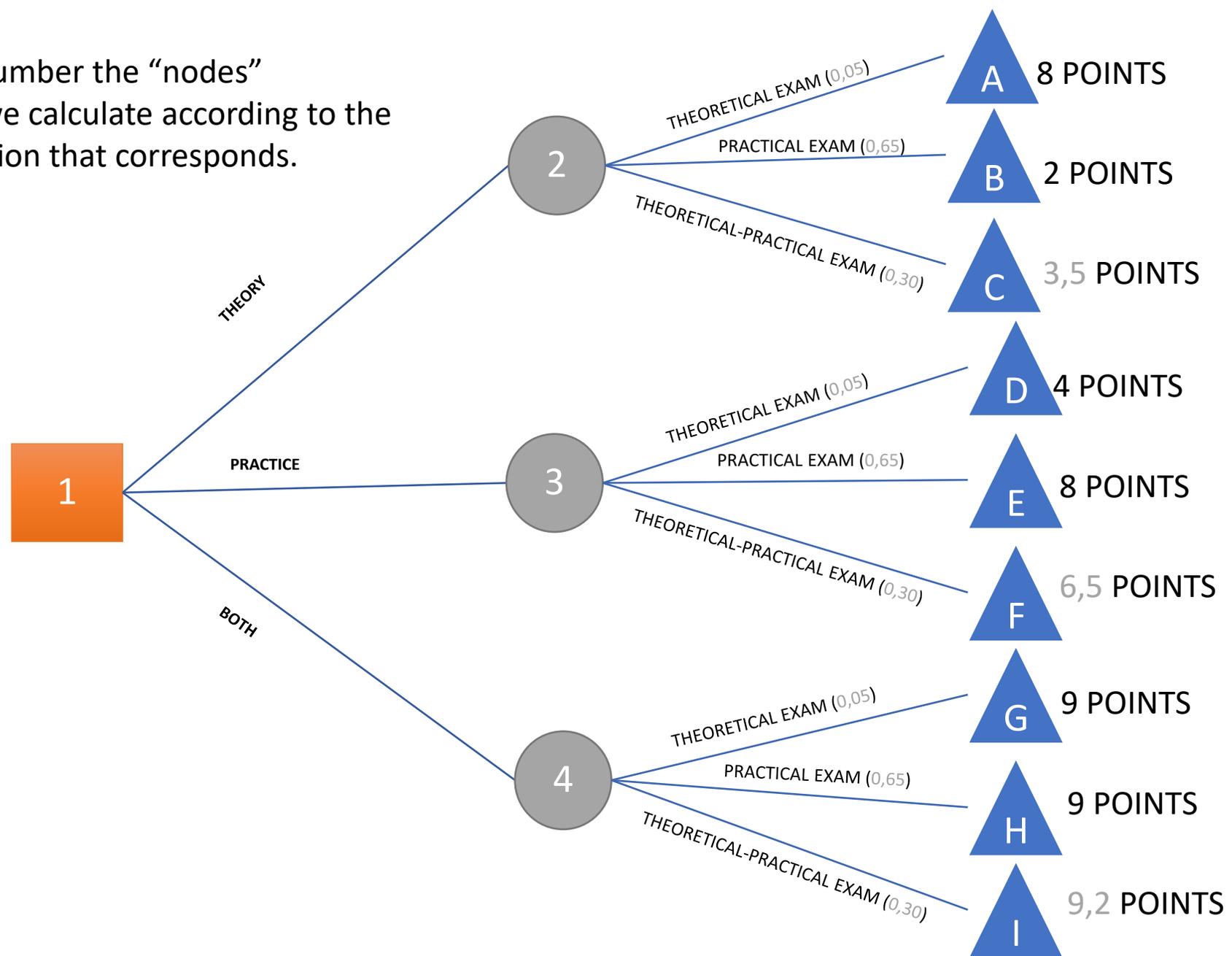
The expected results

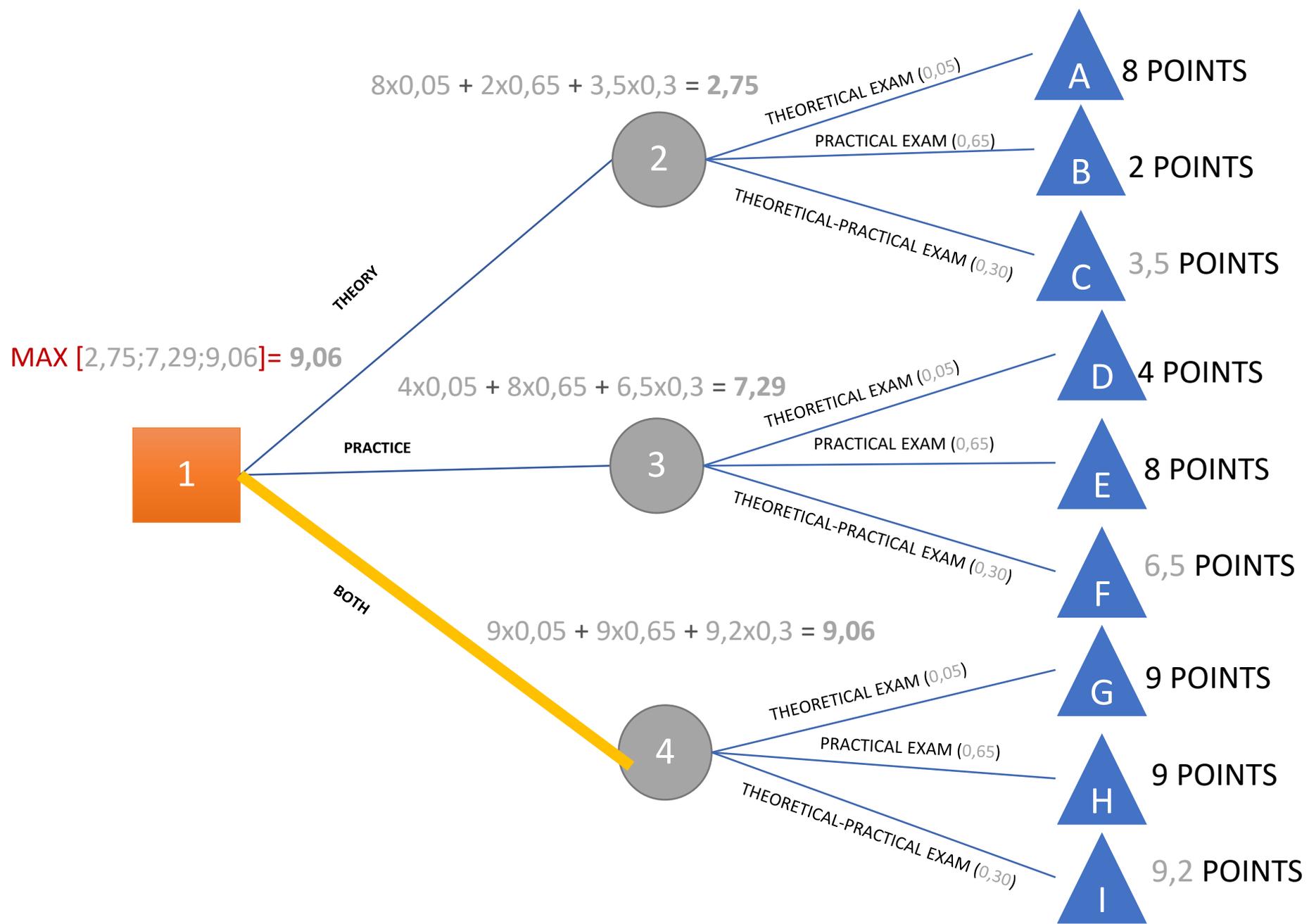


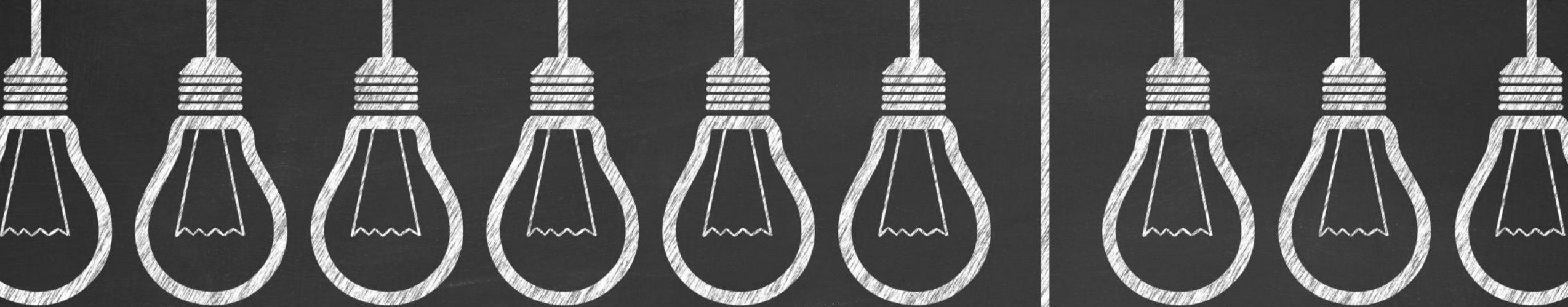
	Theoretical Exam	Practical Exam	Combined Exam
Study THEORY	8 POINTS	2 POINTS	3,5 POINTS
Study PRACTICE	4 POINTS	8 POINTS	6,5 POINTS
Study BOTH	9 POINTS	9 POINTS	9,2 POINTS

Which strategy should the student follow, so as to obtain the maximum score?

We number the “nodes”  
and we calculate according to the  
situation that corresponds.







## 3.4 CRITICAL THINKING.



Critical thinking is the discipline of rigorously and skillfully using information, experience, observation and reasoning to guide your decisions, actions and beliefs.

Critical thinking means questioning every step of your thinking process: Have you considered all the facts? Have you tested your assumptions? Is your reasoning sound? Can you be sure your judgment is unbiased? Is your thinking process logical, rational and complete?

This kind of rigorous, logical questioning is often known as Socratic questioning, after the Greek Socrates who is considered to be the founder of critical thinking.

# **SIX HATS EXAMPLE**

Imagine a group of you and your friends are going out for dinner one night.(they all are vegans). You all are having a hard time agreeing on a place to eat. The following story is a possible conversation that may happen between all the different hats to help you understand the concept.

# SIX THINKING HATS

Facts



When you "wear" this hat, you judge based on the data that you have available

There are 3 restaurants within a ten minute drive: Maria's Place (Italian), Toro's (only pizza), and Donny's Diner (American).

Feelings



When you "wear" this hat, you utilize gut feeling to represent your decision

Rumors exist that both Toro's and Donny's Diner were unsatisfying and occasionally made customers sick.

Benefits



When you "wear" this hat, you consider the situation in a positive light

Maria's Place, while more expensive, has a great atmosphere and a great reputation for food. It has won awards for best Italian in the state and has dessert options.

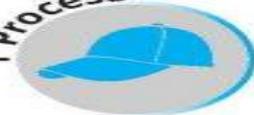
Creativity



When you "wear" this hat, you think creatively

The idea to cook something at home together rather than going out and eating at a restaurant. Go to the grocery store and spend quality time together and making memories cooking while also saving money.

Process



When you "wear" this hat, you are the control variable of the group

Takes the initiative to put the group to a vote and chose whether they'd want to go to one of the three restaurants talked about or if they'd rather make a homemade meal together.

Cautions



When you "wear" this hat, you acknowledge the negative downfalls

Maria's Place is much more expensive than the other two restaurants. Unsure whether the cost of the food will be worth the money they would spend.

The **blue hat** takes the initiative to put the group to a vote. Everybody could choose whether they'd want to go to one of the three restaurants talked about or if they'd rather make a homemade meal. In the end, the majority decided on cooking the homemade meal as the green hat recommended.

After going through the process of listening to the points of view of each of the six hats, you will be more prepared to make an informed and enlightened decision.

## **3.5.- DECISION MAKING PARALYSIS**



**Overcoming  
procrastination.**

In a nutshell, **you procrastinate when you put off things** that you should be focusing on right now, usually in favor of doing something that is more enjoyable or that you're more comfortable doing.



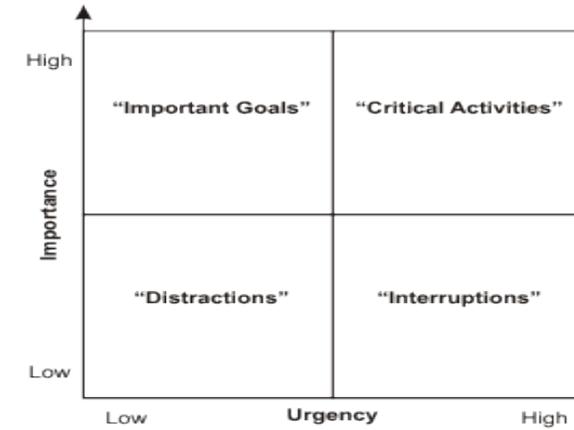
## Procrastination **signs and symptoms**

Procrastination isn't the same as being lazy. These attributes are not the same, a lazy person may procrastinate, and a procrastinator may be lazy, but one doesn't necessarily include the other. A procrastinator is more likely to be unmotivated or overwhelmed. Both of these situations result in action paralysis and a defeatist attitude.



Procrastinators work as many hours in the day as other people (and often work longer hours) but they invest their time in the wrong tasks. Sometimes this is simply because they don't understand the difference between urgent tasks and important tasks, and jump straight into getting on with urgent tasks that aren't actually important.

Figure 1: Urgent/Important Matrix



See if you recognise yourself in any of these comments:

- I won't be able to get it all done, so why bother?
- I've missed the deadline already so what's the point of even trying? I'll just take the rap and move on.
- I won't do it well, so why bother?
- I'm not in the mood right now. Maybe tomorrow my spirits will be better.
- I'll do it tomorrow once I've got all of these little things out of the way.
- There are so many things to do I don't have a clue where to start.

# TEST :Take the Pulse of Your Procrastination

According to one study by Timothy Pychyl at the University of Ottawa, up to 70 percent of North Americans have a problem with procrastination. Are you one of them? Take the following quiz below to determine your current level of procrastination.

Thinking about your day-to-day work life, choose the most accurate answer for the following questions. Tally your score to see how big a role procrastination plays at work:

1 = Almost Never

2 = Once in a while

3 = Frequently

4 = All the time

1. I regularly put off starting tasks, projects, and activities I don't enjoy doing. \_\_\_\_\_
2. Even when I have a specific deadline, I wait until the last minute to take action. \_\_\_\_\_
3. When I have to make a tough decision, I put it off as long as possible. \_\_\_\_\_
4. Even though I feel bad when I don't get started on an important task, this rarely motivates me to get going. \_\_\_\_\_
5. I am regularly late for meetings and appointments. \_\_\_\_\_
6. I find myself needing to ask for time extensions on work due. \_\_\_\_\_
7. I regularly say to myself, "I will do it tomorrow." \_\_\_\_\_
8. I have lost business or damaged relationships by putting things off. \_\_\_\_\_
9. Even when I am excited about starting a new project, I have trouble initiating it. \_\_\_\_\_
10. I can easily lose my focus and become distracted by trivial matters. \_\_\_\_\_

Total score: \_\_\_\_\_

10–15: **Congratulations!** Other than the normal procrastination here and there, you are not a chronic or problem procrastinator. To improve your get-it-done muscle even more, determine several high-priority goals, and schedule a specific day and period of time to work on them.

16–25: **You are not a serious procrastinator**, but you could benefit from using a priority system to make you more effective and efficient. Resist the lure of the trivial by using a priority system based on achievement and importance, not crisis and time sensitivity.

26–32: **Procrastination is having a negative impact on your work life and career.** One reason may be that you feel overwhelmed with all the things you have on your plate. Try breaking your bigger projects into smaller tasks. This will help you take action more quickly and easily.

33–40: You have a serious case of **procrastination**. Evaluate the impact this is having on your professional accomplishments and relationships. Many serious procrastinators are distracted by technology. E-mail, voice mail, instant messaging, and the Internet are all wonderful tools, but, when they cause constant interruption, they make it almost impossible to focus at work. Draw a line by creating some technology-free times.

## DEALING WITH PROCRASTINATION



1. First record the task, the deadline, and how long it has been on the list.

### Procrastination Table

Task	Deadline	How Long on List?	Consequence of not finishing
1.			
2.			
3.			
4.			
5.			

2. Ask yourself, “**What is the consequence of not getting the job done?**” Remember to think of potential as well as real consequences. The boss might reprimand you, you might get a bad reputation, your career may suffer, you might miss a great opportunity, or your stress level might be put over the edge

### Procrastination Table

Task	Deadline	How Long on List?	Consequence of not finishing
1. I need to upload on the uacloud exam marks	15th March	6 days	Students might complaint
2. Making calls in terms of a new proyect.	15th March	6 days	A competitor are able to do it and I might lose a prospect client
3.			
4.			
5.			

### **3. Now look over your tasks and consequences.**

- Are there common elements or themes you can identify?

- Are the tasks you procrastinate on all related to one particular project or aspect of your life?

- Are the consequences the same?

No real immediate costs, but the medium to long-term potential fall-outs are numerous.



## **4.- PLANNING TO TAKE ACTION**

- 1.-List three high value tasks or projects you will start working on immediately. Related to smart goals.
2. Set a reasonable deadline for each. When doing this, refer back to the original deadline and how long it has been on your list.

3. In the “Activities Required” column, break your task or project into small, bite-sized chunks. This often helps take the “overwhelming” factor out of completing a task and can be particularly useful if you think this is a key reason for procrastinating.
4. Finally, put these activities into a prioritized list. This lets you know what order to complete the activities while maintaining an end-goal focus.

Task/Project	Deadline	Activities Required	Prioritized Plan*
1. I need to upload exam marks on the uaccloud	15th March	1.- I will mark 5 exams per day, starting today.  2.- On the 14th, students will be informed about it.	1.- I will mark 5 exams per day, starting today  2.- On the 14th, students will be informed about it.
2.			
3.			

#### **4. Incorporate A Reward System**

Whether it's using gummy bears to reward yourself for reading each chapter or 30 minutes of TV per 1 hour of work, a reward system can be super motivating! It turns the work into a bit of a game and makes it less daunting when you're amping yourself up to start working.

**CONTRACTING & ACCOUNTABILITY:**

I Antonio Anton, do solemnly swear on this \_\_\_\_\_  
day of 24/11/2024, to \_\_\_\_\_

And when I do this I will reward myself with \_\_\_\_\_  
Swimming goggles

Signed \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Witnessed \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

<b>Task/Project 1:</b>	
Action 1:	Reward 1:
Action 2:	Reward 2:
<b>Task/Project 2:</b>	
Action 1:	Reward 1:
Action 2:	Reward 2:
<b>Task/Project 3:</b>	
Action 1:	Reward 1:
Action 2:	Reward 2:

## **OTHER TIPS FOR DEALING WITH PROCRASTINATION.**

**Fighting procrastination** can be very difficult, especially if you've got used to doing it for a lot of your assignments and projects. Your usual routine is likely perfectionism, procrastination and then...paralysis (panic). But we are here to help! You can change your mindset and break free of that cycle by following these steps.

## **1. Lower Your Expectations**

Striving for perfection is **like kryptonite** for a procrastinator (and, newsflash, nobody has ever been able to reach it!). Try to strive for “good enough” instead.

## **2. Keep Your Tasks Small**

One of the biggest issues for procrastinators is leaving all the work to the last minute. Your best bet is to do at least half an hour of work a day, get that out of the way, and then enjoy yourself.

That way, you'll have bite-sized tasks that are a bit easier to digest, rather than a five-course meal that will take up all of your energy and more than likely make you a little uncomfortable.

### 3.- Dealing with fear

You have a fear of failing

“Fear kills more dreams than failure ever will,” said writer Suzy Kassem.

Fear ruins our self-belief and stops us from achieving great things in life. It’s also one of the major reasons we procrastinate. We stop taking action or we don’t start any tasks at all because we fear failure.

## THE PROCRASTINATOR'S CODE.....

I must be perfect.

Everything I do should go easily and without effort.

It is safer to do nothing than to take a risk and fail.

I should have no limitations.

If it's not done right, it's not worth doing at all.

I must avoid being challenged.

myself that if I worked harder, I could have done better

## **THE PROCRASTINATOR'S CODE.....**

If I succeed, someone will get hurt.

If I do well this time, I must always do well.

Following someone else's rules means I'm giving in and not in control.

I can't afford to let go of everything or anyone.

There is a right answer, and I'll wait until I find it.

If I expose my real self, people won't like me.

<b>Characteristics</b>	<ul style="list-style-type: none"><li>- Hardworking, high achieving, and competent</li><li>- Fearful of being judged and falling short of expectations</li><li>- Feelings of guilt, inadequacy, incompetence, inferiority, or superiority</li><li>- Critical of self and others</li><li>- Focused on the future - worried about outcomes</li><li>- Seeks a lot of advice from others and hesitates making decisions on their own</li><li>- May be fearful of intimacy in relationships</li></ul>
<b>Irrational Beliefs</b>	<ul style="list-style-type: none"><li>- "My worth as a person is determined by my ability and achievements."</li><li>- "I must always do well and be approved of by others."</li><li>- "I must be in control and resist control by someone else - I can't risk exposure and failure."</li><li>- "I must maintain and reach my unrealistic goals and expectations."</li></ul>

We just can't see ourselves as a failure and therefore we delay doing certain tasks.

Successful people have a good habit of failing. They dare to accept themselves as failures and therefore they succeed.

You have to learn to accept yourself as a failure and only then will you succeed in completing your task and living your best life. Just know that whatever you're trying to accomplish can be done

## **4. Stick to a schedule**

If you want to work on small bits of your project each day, you'll also want to create some sort of schedule for yourself. Whether it's a calendar, a journal, or sticky notes on your computer.

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Mind Tools Limited

THANK YOU  
VERY MUCH