The second thing I teach clients is that laboring over a decision is a waste of precious mental energy. People should give themselves just enough time to gather information before making a decision. Of course, the time needed to do this is dependent on the decision being made. Some of my clients have been CEOs of companies, and when they've implemented this strategy, they are able to make major business decisions in under a few hours.

The strategy can also work just as effectively in making more mundane decisions. For example, if you go shopping for clothes, give yourself ten minutes to choose what you're going to purchase. Decide what to order in a restaurant in five minutes. Gather information on what car to buy in three days. You get the idea? Second-guessing is not allowed, because there is no right or wrong answer.