

Decision Making Template

What is the decision you are trying to make? Describe the problem or issue, e.g. which car should I buy, which job should I take?

List the options. Have you thoroughly explored different options?

List the decision criteria, e.g. cost, location.

List the personal values that are important to you in this decision.

Evaluate each decision against the criteria. The blue text is just an example.

		Criteria 1	Criteria 2	Criteria 3	Criteria 4	Pros	Cons
		Cost	Reliability	Fun	Safety		
Option 1:	Car #1						
Option 2:	Car #2						
Option 3:	Take advantage of a friend						
Option 4:	Take the bus						

Implement and monitor the decision. Did the outcome achieve expectations? Learn from your choices.
