**What’s my decision?** How do I usually make decisions? Does it work?

**What are my fundamental objectives?** Ask why (5 times) to find important needs, goals, & criteria.

**What are my options and alternatives?** Can I think of any more possibilities? What are the possible benefits and risks of each option? Consider a pros and cons list or a matrix weighing criteria against options.

**What uncertainties exist?** How likely are the different possible outcomes? What risks will I tolerate? Can I mitigate the risk somehow? Are there any outcomes I MUST have or MUST avoid?

**Additional considerations:**

* **What information am I missing?** Am I making any assumptions that I need to check?
* **What reservations do I have about deciding now?** What’s stopping me? What needs to change?
* **When do I need to decide?** Is it possible this is not the time?

\*Ideas for this worksheet are inspired by *Smart Choices* by Hammond, Keeney, & Raiffa and Berkeley’s [Decision Making - Career Center (berkeley.edu)](https://career.berkeley.edu/start-exploring/career-essentials/gain-clarity/decision-making/)

**Tips for successful decisions:**

* Stay calm – avoid a rushed emotional decision - take time to sort through your thoughts and feelings.
* Get missing information - ask friends, neutral parties, and experts, and research online.
* No scenario is perfect – they will all have rewards. It is possible they are both equally good options!

**Decision making models:**

* List pros and cons for different options
* Assign different amounts of value or ‘weight’ to each pro and con, and calculate the totals
* Use your feelings – flip a coin and check your reaction
* Try each option on for a day – see how it feels
* Decision Tree – map out with branches of choices and uncertainties

**NOTES:**

