

DECISION MAKING WORKSHEET



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?

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 <https://career.berkeley.edu/plan/makedecisions.stm>

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 pro's and con's for different options
- Use your feelings – flip a coin and check your reaction
- Try each option on for a day – see how it feels
- Decision Matrix - <https://career.berkeley.edu/Plan/DecisionMakingWorksheet.pdf>
- Decision Tree – map out with branches of choices and uncertainties
http://www.lumenaut.com/download/decision_tree_primer_v5.pdf
- Prioritizing Grid - <http://www.beverlyryle.com/prioritizing-grid>
- Information Interviews - <http://careers.queensu.ca/students/resources/tipsheets/InfoInterview.pdf>
- Explore careers & education options – www.careercruising.com (l: career, p: golden)

NOTES:



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