

Comprehensive Decision-Making Worksheet

Step 1 — Frame the Decision

Write a clear, specific decision question.

Example: 'Which career should I pursue to best fit my long-term goals?'

Your Decision Question:

Step 2 — Generate Alternatives

List all possible options. Do NOT evaluate yet.

Alternatives:

1. _____
2. _____
3. _____
4. _____
5. _____

Step 3 — List Considerations

List every factor that matters (values, lifestyle, finances, etc.).

Considerations:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Step 4 — Weight the Considerations

Use a 1–5 scale:

1 = Slight importance

5 = Extremely important

Assign weights beside each consideration.

Step 5 — Rate Each Alternative

Rate each option on each consideration using –2 to +2:

+2 = Very favorable

0 = Neutral

–2 = Very unfavorable

Step 6 — Calculate Weighted Scores

Multiply weight × rating for every cell. Sum down each column.

Formula:

$$\text{Score(option)} = \Sigma (\text{weight} \times \text{rating})$$

Step 7 — Dimensional Comparison (Optional)

Count how many times each option is the highest-rated on a consideration.

Step 8 — 2/3 Ideal Rule (Optional)

Compute ideal score = 2 × sum(weights).

Check if top option $\geq$ (2/3 × ideal).

Step 9 — Interpretation

Reflect on what your worksheet reveals.

Does the top result align with what feels true?

Fillable Decision Matrix

Consideration	Importance (1–5)	Alt 1	Alt 2	Alt 3	Alt 4	Alt 5
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Totals		_____	_____	_____	_____	_____