



Decision-making template

Jane

I developed this document when I was in at a difficult crossroads of my life, experiencing discrimination and having my choices restricted by my employer. I needed a clear way to organise my own priorities and take decisions to support myself best.

The way to use the template is:

- Think about the decision you want to take. It could be anything – from which job you want to do, to where you want to live to how you can tackle a new project. Clarify the topic and write it at the top.
- Now consider your own priorities. What is important for you personally in the decision you will take? What do you need? What will make you happy? Be honest with yourself. This may be to do with a place, with resources such as money, with people, with activities you want to do.
- Write these priorities – or factors – down the first, left-hand column of the template.
- Now consider your options. One option is always ‘do nothing’ or status quo. Put this in the first box on the left of the top row of the table. Now think of the most extreme option. If you are wondering where to live this might be ‘move to the other side of the world’. Then think of other possibilities in between and add these along the row.
- Once you have your ideas set out on the top row and left hand column, take each Option and give a mark out of 10 for how well it meets your personal criteria. Go down the first column and gives marks out of 10 for each criteria. Then do the same for the other options.
- Now you can total up the columns and see which option scores highest.
- If you wish, you can also choose to ‘weight’ one or two factors which are absolute deal-breakers for you – and double their value. So, if you originally mark those factors 6 out of 10 – they get 12. You only need to do this if you have a set of totals which are quite similar to each other and want to probe further. Weighting helps to clarify further as it forces you to decide which are your top factors.

Several coaching clients have used this template and have often been surprised by how clear their results are. It can help you to gain new insights into what you want for yourself.

We hope this template is useful and welcome your feedback on how you get on using it.