

Decision-Making Worksheet



1. At the top of the worksheet, list up to three options you are considering and comparing.
2. In the left hand column, list up to 10 important values or factors that impact your decision, for example, hours per day, affordable cost, desired location, prestige, time for social life, etc...
3. In the “Importance of Value” column, rate how important the value is in your decision on a scale of 1-5.
 - 1 = not very important
 - 5 = absolutely critical
4. In the “probability” column, rate the likelihood that each option will fulfill each value on a scale of 1-5.
 - 1 = very little chance the value will be fulfilled
 - 5 = no doubt the value will be fulfilled.
5. Multiply the Importance number by the Probability number and enter that into the Subtotal column for each option.
6. Add the subtotals for each column and enter the amount at the bottom underneath each option.
7. Compare the totals of each option. Note which option has the highest total.
8. Some students feel comfortable that the highest score represents their best option. Other students use the worksheet more than once during the decision-making process for a number of reasons. For example, they may find that the values they initially used had shifted in priority, or they may add or delete values to their list, which might offer a different set of ratings.
9. This worksheet will help you summarize many factors that can affect your final decision. Before feeling confident about what choices you will make, you may also want to use additional decision-making models, gather more information, or talk to other people.

SAMPLE:

Values	Options:							
	Importance	1) Go to law school after graduation		2) Work 1-2 year before going to law school		3) Travel the world before law school		
		Probability	Subtotal	Probability	Subtotal	Probability	Subtotal	
1. Prestige	3	5	15	3	9	1	3	
2. My family will respect me	4	5	20	2	8	1	4	
3. Save money	3	1	3	5	15	1	3	
4. Personal growth and fulfillment	5	4	20	3	15	5	25	
5. Reduce current stress	2	1	2	2	4	4	8	
6. Early start on my career	4	5	20	4	16	1	4	
7. Take time to make sure law school is right for me	2	1	2	5	10	4	8	

Totals:

82
77
55

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Options:		1)		2)		3)	
Values	Importance	Probability	Subtotal	Probability	Subtotal	Probability	Subtotal
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Total
