

DECISION MAKING TEMPLATE



A Little Place Called home

Decision Making Matrix

Decision Context:.....

- Decision Name:.....
- Date:.....

Step 1: List Your Options

List the different options or choices available for your decision:

Option 1: _____

Option 2: _____

Option 3: _____

Option 4: _____

Option 5: _____

Step 2: List the criteria or factors that are important for your decision:

Criteria 1: _____

Criteria 2: _____

Criteria 3: _____

Criteria 4: _____

Criteria 5: _____

Step 3: Rate Your Options

Rate each option on a scale from 1 to 5 (1 = Poor, 5 = Excellent) for how well it meets each criterion:

	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5
Option 1					
Option 2					
Option 3					
Option 4					
Option 5					

Step 4: Calculate Scores

- Calculate the total score for each option by adding the scores for all criteria:

	Total Score
Option 1	
Option 2	
Option 3	
Option 4	
Option 5	

Step 5: Analyze Results

Consider the total scores to determine which option best meets your needs and priorities.

The option with the highest score may be the best choice for your decision.

Step 6: Make Your Decision

Select the option that aligns best with your goals and priorities based on the analysis of scores.

This Decision-Making Matrix provides a structured format for individuals to evaluate and compare multiple options for a decision based on specific criteria.

It's a valuable tool for making informed and rational decisions.

