

Name: _____ Date: _____

Making a Decision

Step 1: Find a time when you're not busy and can concentrate on the situation that requires a decision.

Step 2: Describe the situation that needs a decision.

Step 3: What are your options?

1. _____
2. _____
3. _____

Step 4: Evaluate your options. What are the pros and cons?
What are the possible consequences? Are these consequences acceptable to you?

Option 1: _____

Pros

Cons

Possible Consequences

Option 2:

Pros

Cons

Possible Consequences

Option 3:

Pros

Cons

Possible Consequences

Step 5: Consider the options and choose the one that seems to be best.

Step 6: Some time later, review your decision. Was it a good decision? Are you happy with it? If not, can you change it?