



DECISION MAKING

Weighing Your Options

You have a decision to make. So you list the options, measure the advantages against the disadvantages and make a choice.

Is that the way you make your decisions? If your answer is “sometimes,” you’re not alone. For a variety of reasons, people don’t always evaluate their options when making decisions. Take some time now to practice your decision-making skills.

Pick a decision you have to make that involves a choice between two options. (Many decisions are more complicated, involving three or more options, but let’s start with something simple.) Write the advantages and disadvantages under each one. Then consider how important each list item is. Give it a numerical value from 1 to 10. Write the number next to the item. For each option, add up the advantages and the disadvantages.

DECISION:			
Option #1:		Option #2:	
Advantages	Disadvantages	Advantages	Disadvantages
Total A	Total B	Total C	Total D

Now, subtract the disadvantages from the advantages. Remember, the resulting number might be negative. The option with the highest positive number (or lowest negative number if they’re both negative) should be the best choice.

OPTION #1	OPTION #2
Total A _____	Total C _____
– Total B _____	– Total D _____
Score _____	Score _____

How do you feel about the scores? Your reaction to the scores can help you understand what your inner wishes are, with respect to this decision.

Decisions are often too complex to reduce to addition and subtraction. But chances are, you can get a clearer picture of the pros and cons by doing this exercise.

You can do this exercise with decisions that involve more options. Just list the advantages and disadvantages of all the options and compare the final numbers.