## WORKSHEET

## Steps to Decision Making

**1 Identify the problem and set a realistic goal** that you think will lead to a solution.

**2 Identify the alternatives.** List all the possible ways or options that you have to solve the problem.

**3** Identify the criteria and evaluate the alternatives.

**A** Criteria are values, preferences and limiting factors that are important to you in making the decision. Write them at the top of

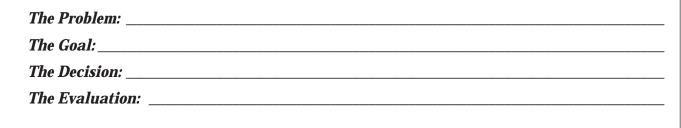
the grid and rank each criterion, from 1 (most) to 5 (least) important.

**B** Evaluate each alternative according to the criteria: Use up to three pluses or minuses in the appropriate boxes to indicate whether each alternative meets or fails to meet each criterion.

## 4 Make the decision and take action.

CRITERIA

**5 Evaluate the outcome.** If the results didn't solve the problem, must you start all over or can you modify your decision?



	RANK THE CRITERIA	 	 	
ALTERNATIVES				
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