## 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.

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

## The Problem:

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The Goal: $\qquad$
The Decision: $\qquad$
The Evaluation: $\qquad$


