

Name:

Date:

Decision-Making Form

Option	Describe	Total Points
A		
B		

Advantages of Option A ↓	Disadvantages of Option A ↓
<div><div>9</div><div>1</div><div>5</div><div>6</div><div>11</div><div>3</div></div>	<div><div>2</div><div>10</div><div>7</div><div>8</div><div>4</div><div>12</div></div>
Advantages of Option B ↑	Disadvantages of Option B ↑

(See instructions on reverse)

Brief Instructions for Decision-Making Form

Make a list of all your options and choose the best two. Call them Option A and Option B, and write them at the top of the Decision-Making Form. Then list all the advantages and disadvantages for both options in the appropriate columns.

Option A: Cover the bottom half of the sheet and think exclusively about Option A. Compare the advantages and disadvantages. Which seem greater? Put two numbers that total 100 in circles 1 and 2. Take objective facts as well as subjective feelings into account. Sometimes one strong advantage may outweigh many weak disadvantages, or vice versa. If the advantages and disadvantages seem about the same, put a 50 in each circle.

Option B: Cover the top half of the sheet so you can think exclusively about Option B. Repeat the procedure you used for Option A. Put two numbers that total 100 in circles 3 and 4.

Advantages Comparison: Cover the right half of the sheet so you can compare the advantages of Options A and B. Ignore the disadvantages of each option. Put two numbers totaling 100 in circles 5 and 6. The option with the more desirable list of advantages gets the higher number.

Disadvantages Comparison: Cover the left half of the sheet and concentrate on the disadvantages of Options A and B. Ignore the advantages. Put two numbers totaling 100 in circles 7 and 8. Assign the higher number to the disadvantages that seem worse.

Calculations

Advantages of Option A: The numbers in circles 1 and 5 are the advantages of Option A. Add these two numbers, and put the total in circle 9.

Disadvantages of Option A: The numbers in circles 2 and 7 are the disadvantages of Option A. Add these two numbers, and put the total in circle 10.

Total for Option A: Subtract the number in circle 10 from the number in circle 9. It could be a negative or positive number. Record this number at the top of the page under Total Points for Option A.

Advantages of Option B: The numbers in circles 3 and 6 represent the advantages of Option B. Add them together, and put the total in circle 11.

Disadvantages of Option B: The numbers in circles 4 and 8 are the disadvantages of Option B. Add them together, and put the total in circle 12.

Total for Option B: Subtract the number in circle 12 from the number in circle 11. Record this number at the top of the page under Total Points for Option B. It could be a negative or positive number.

Making the Decision

Compare the total points for Option A and Option B. The option with the more positive number is more desirable. If one number is strongly positive and the other is negative, your decision is a "No Brainer." If both numbers are positive, this is a "Can't Lose" decision. Sometimes no single "correct" decision exists. In this situation, it's often better to make any decision and keep moving forward with your life.

If, on the other hand, both numbers are negative, it's a "Can't Win" decision. This often results from depression. You may be viewing both options in a distorted, negative fashion. *Could do a DML to look into this further. There may also be a more desirable third option you haven't considered.

A variety of other interesting patterns may also emerge *such as fence sitter where both numbers are close to 0. This is a result of either a High-energy impasse or Low-energy impasse. In a high-energy impasse, both options have strong positive and negative consequences that balance each other out. You're excited about the benefits of both options, but you're also worried about the drawbacks of both options. In a low-energy impasse, you don't feel very strongly about the advantages or disadvantages of either option.

Remember that when you use the Decision-Making Form, you don't have to feel trapped or locked in by the results. You can fill it out on several occasions until you feel comfortable with your decision. *Sometimes the numbers trigger you to make a completely NEW decision and this is completely ok too, this tool is to help you get unstuck.