



DECISION MAKING

To help you evaluate your career or education options (or any type of decision you are trying to make) you can use a decision making grid. This is an effect tool **if you know enough about your options to evaluate them fairly** and have a clear sense of what is important to you.

Step 1: List the options you are considering (example: Teaching, Human Resources, Social Work etc.).

Step 2: List your criteria for evaluating your options - example: help people, good salary, opportunity for advancement, interesting, allows for creativity, work with kids, etc. You can have as many as you want or need to. Not sure what your criteria are? The [Career Exploration page](#) of our website has some suggestions.

Step 3: Evaluate how well the option fulfills your criteria – you can use a 1-5 or 1-10 scale. For example you might give Teaching a ranking of 10 for “working with kids” and you might give Human Resources a ranking of 1 for “working with kids”.

Step 4: After you have evaluated all your options based on the criteria important to you, you can then add up the points given to each option and use the “numbers” to help you eliminate an option or two. In the process of evaluating your options, pay attention to your thoughts, reactions, feelings – they can be clues too!

Criteria	Option1:	Option 2:	Option 3:	Option 4:
Total Score				

NOTE: 1) This approach is only effective if you know enough about your options and you have a good sense of the criteria important to you.

