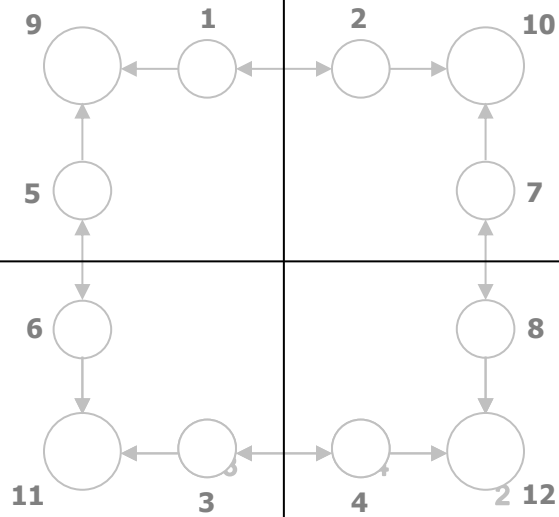


Decision-Making Tool

| Option | Describe | Total Points |
|----------|----------|--------------|
| A | | |
| B | | |

Advantages of Option A ↓

Disadvantages of Option A ↓



Advantages of Option B ↑

Disadvantages of Option B ↑

(Instructions on reverse)

Decision-Making Tool: Brief Instructions

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 Tool. 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. If the advantages and disadvantages seem about the same, put a 50 in each circle.

Option B: Now 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: Now 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 Score 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 (Total Points for Option A). It will be between -200 and + 100.

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 at the top of the page (Total Points for Option B). It will also be between -200 and + 100.

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 option is strongly positive and the other is strongly negative, your decision is a "no brainer."
- If both numbers are positive, this is a "can't lose" decision.
- If both numbers are negative, it's a "can't win" decision.
- If both numbers are around zero, it's a "fence sitter."

A variety of other interesting patterns may also emerge. Remember that when you use the Decision-Making Tool, 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.

(Instructions on reverse)

