
Decision-Making Worksheet

Use this worksheet to compare multiple options that you are considering.

1. List all your values in the left-hand column. Consider your life needs, wants, dreams, core values, life-purpose statement, and priorities (geographic location, quality of life, practice setting, work environment, and daily work).
2. Write out the three options that you will be comparing in each column heading.
3. In the Importance column, rate the value or priority on a scale from 1 to 5 (1=not very important; 5=absolutely critical).
4. In the Probability column, rate the likelihood that each offer or possibility will fulfill each value or priority on a scale of 1 to 5 (1 = very little chance the value or priority will be fulfilled; 5 = no doubt the value or priority will be fulfilled).
5. Quantify each value and priority by multiplying the importance number by the probability number. Enter the result in the subtotal column for each option. (For example, an Importance score of 5 and a Probability score of 3 equals a value score of 15.)
6. Total the scores by adding the subtotals for each option and entering the sums at the bottom of the chart then compare all the totals.

As you compare your options, feel free to come meet with your Career Coach. We're happy to provide you with guidance and/or assistance.

EXAMPLE

Your Values and Priorities	Option 1: Become a social worker			Option 2: Work as a non-profit administrator		Option 3: Join the Peace Corp	
	Importance (1-5)	Probability (1-5)	Value Score	Probability (1-5)	Value Score	Probability (1-5)	Value Score
1. Serving my local community	3	x5	15	x5	15	1	3
2. Work 1:1 with people	5	x5	25	x3	15	3	15
3. Feel emotionally energized	4	x1	4	x5	20	3	12
TOTALS			44		50		30

Personal Values and Priorities Worksheet

Your Values and Priorities		Option 1:		Option 2:		Option 3:	
		Importance (1-5)	Probability (1-5)	Value Score	Probability (1-5)	Value Score	Probability (1-5)
1.							
2.							
3.							
4.							
5.							
TOTALS							