

What should I do?



1. Frame the Decision

To decide is to commit to a course of action. Frame your decision as a simple question answerable yes or no .

2. List Possible Pros and Cons



Write down all pros and cons you can think of. Take time to reflect on the decision and add to (or subtract from) the Pros and Cons. Continue this step for a period of time, not just a few moments.

3. Evaluate Importance of Pros and Cons



Quantify the importance. A simple rating degree from 1 to 10 works well here. Extremely important would rate a 10; moderately important a 5 and not very important a 1.

4. Assess Possibility of Pros and Cons

A certain Pro or Con rates a 10. A Pro or Con regarded as likely but not sure rates a 5. And a Pro or Con with slim chance rates a 1.

5. Weigh the Pros and Cons

Multiply the rating for Importance times the rating for Possibility. A Pro that is extremely important (10) and is likely to be achieved (5) yields a weight of 50. A Con of absolutely high importance (10) but a little probability (1) yields only 10.

6. Review and Reflect

Review and reflect all factors you have listed and quantified. They can tell you what decision to make.