

MAKING A DECISION OR CHOICE



It can help to make a list of advantages and disadvantages when trying to decide between two or more options or choices.

Use this tool to help you find a way forward.

It may be useful to ask someone to help you with making this list as other people can often see possibilities that we might not be aware of ourselves.

The decision or choice that I need to make is:

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.....

.....

Do I need more information before I can work out what my options are? Yes/No

.....

.....

If Yes, where can I get this information

.....

.....

The different choices/options I seem to have are:

1

2

3

4

.....

.....

Using a separate sheet of paper make 2 columns and list the advantages and disadvantages of each option as follows;

Option No.	Advantages	Disadvantages
.....
.....
.....

After listing the various advantages and disadvantages it may be easier to see a way forward.

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The choice/decision I will make at this time is:

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