

Weight is 1 (not so important) to 5 (vital)

Advantages of doing _____ (benefits/rewards) Disadvantages of doing _____ (costs/risks)

Decision Matrix

Advantages of doing _____ (benefits/rewards)			Disadvantages of doing _____ (costs/risks)		
Description	Weight	Term	Description	Weight	Term
Advantages of NOT doing _____ (benefits/rewards)			Disadvantages of NOT doing _____ (costs/risks)		
Description	Weight	Term	Description	Weight	Term

Term is "LT" (long term), "MT" (medium term) or "ST" (short term)

Weight is 1 (not so important) to 5 (vital)

Advantages of doing *Quit Job* (benefits/rewards) Disadvantages of doing *Quit Job* (costs/risks)

Decision Matrix

Description	Weight	Term	Description	Weight	Term
<i>More Time with Family/Friends</i>	4	MT	<i>Less Money coming in</i>	4	MT
<i>Not having to get up early</i>	2	ST	<i>No unemployment if I quit</i>	3	MT
<i>No dealing with jerk boss</i>	3	LT	<i>Could get bored or depressed</i>	4	MT
<i>Having Steady income</i>				2	LT
<i>Can go back to school</i>					
Description				Weight	Term
<i>More Money coming in</i>				4	MT
<i>Having a place to go</i>				2	ST
<i>Maintain work friendships</i>				5	LT
<i>Maybe get promoted</i>				1	LT
<i>Having something to think about</i>					

Instructions for using the Decision Tool:

1. Select a decision that you intend to think about. The example here we are going to use is to quit your job.
2. At the top of the form, write “advantages of doing ‘quit job’” and “disadvantage of doing ‘quit job’”. At the bottom, write that in the other two spaces.
3. At the top right, write down the advantage of quitting. At the top left write down the disadvantages of quitting. Now weight the responses from least (1) to most (5) important.
4. Do the same for NOT doing it. The diagonal boxes will be similar.
5. When finished, look over the matrix. What is most important? Is it long term, middle or short? Does it out-weigh the other factors?

Advantages of NOT doing *Quit Job* (benefits/rewards) Disadvantages of NOT doing *Quit Job* (costs/risks)

Term is “LT” (long term), “MT” (medium term) or “ST” (short term)