

## The Decision Making Process

Solving problems and making decisions are a part of everyday life. Sometimes we have difficulty deciding what is the best course of action either because we face some kind of risk, we are afraid of losing something valuable to us, or we simply do not have enough experience. Decision-making in this instance requires a five-step process.

- Step One: State the decision, goal or problem to be solved
- Step Two: List alternatives
- Step Three: List advantages and disadvantages
- Step Four: Evaluate alternatives
- Step Five: Consider the odds by listing probable outcomes

Using the following grid to help you make the best decisions for you.

1. Goal to be reached or problem to be solved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Alternatives	Advantages	Disadvantages	Probable Outcome
1.			
2.			
3.			
4.			