Decision-Making Checklist

Bring a little structure to a choice that matters.

The decision I am considering

- [ ] Define the choice in one clear sentence.
- [ ] List the realistic options, including waiting when relevant.
- [ ] Write down the values and priorities that matter most.
- [ ] Separate facts from assumptions.
- [ ] Consider the cost, time, effort, and uncertainty of each option.
- [ ] Identify any information or advice I still need.
- [ ] Consider how each option affects the people involved.
- [ ] Choose a practical next step and a date to review it.

Compare your options

Option	Benefits / fit	Costs / questions
Option A		
Option B		
Option C		

What do I need to learn before deciding?

Next step: _____ Review date: _____