**Decision Making: Steps for Clarity**

**Purpose** Decision-making can be challenging, especially when facing uncertainty or conflicting priorities. This worksheet provides clear steps to help you evaluate options, consider outcomes, and make confident choices.

**What is Decision-Making?** Decision-making is the process of choosing between different options or courses of action. It requires evaluating information, anticipating consequences, and aligning choices with your values and goals.

**Step 1: Define the Decision** Clarity begins with understanding the decision you need to make.
**Exercise** Write down the decision you’re facing:
**Decision**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Why It’s Important**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: Explore Your Options** List all possible choices. Don’t dismiss any options prematurely—this stage is about brainstorming.
**Exercise** Write down your options:

**Step 3: Weigh the Pros and Cons** Evaluate each option by considering its benefits and drawbacks.
**Exercise** Use the table below to analyze your options:

| **Option** | **Pros** | **Cons** |
| --- | --- | --- |
| Example: Option 1 | Clear outcome, aligns with goals | Requires more time and effort |

**Step 4: Consider Long-Term Impacts** Think about how each option aligns with your long-term goals and values.
**Reflection Questions**

* How does this choice fit with my personal or professional aspirations?
* What could this decision mean for me six months or a year from now?

**Step 5: Make the Decision** After evaluating your options, choose the one that best aligns with your goals and values.
**Exercise** Write down your chosen option and why it feels right:
**Chosen Option**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
**Why It’s Right**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 6: Take Action** Decisions require action to become reality. Identify the first steps needed to implement your choice.
**Exercise** List three initial actions you will take:

**Step 7: Reflect on the Outcome** After implementing your decision, reflect on its results. This process helps refine your decision-making skills for the future.
**Reflection Questions**

* What went well, and what could have been better?
* How did this decision affect your goals or values?
* What did you learn from this experience?

**Conclusion** Decision-making is less about perfection and more about progress. Every choice you make shapes your path, providing opportunities to learn, grow, and realign with your goals. By approaching decisions with clarity and confidence, you empower yourself to navigate challenges and embrace opportunities. Remember, even tough decisions are stepping stones toward the future you want. What decision will you tackle today with this approach?