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Decision-making matrix template



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DECISION MATRIX

choice evaluation

Step 1: Define the decision and options

Decision to make: _____

Option A: _____

Option B: _____

Option C: _____

Step 3: Score each option (1-5) per criterion

Option A scores: ____ / ____ / ____ / ____

Option B scores: ____ / ____ / ____ / ____

Option C scores: ____ / ____ / ____ / ____

(multiply each score by the criterion's importance)

Step 2: List your criteria (what matters)

Criterion 1: ____ Importance (1-5): ____

Criterion 2: ____ Importance (1-5): ____

Criterion 3: ____ Importance (1-5): ____

Criterion 4: ____ Importance (1-5): ____

Step 4: Total and decide

Option A weighted total: ____

Option B weighted total: ____

Option C weighted total: ____

Highest score = ____ But does it feel right? ____