

RONALD L. BANKS / THE **CLARITY CLUB**

Decision Making

FORMULA

Make confident decisions

Decision-Making Matrix

Make Confident Decisions

A decision matrix is a tool/method to evaluate your decisions with greater clarity and objectivity before making them. This tool is most effective when deciding between more than one option, and there are several factors you need to consider to make your final decision. This makes this the perfect tool to help you confidently make decisions.








? How this works: Take the decision your contemplating and ask yourself the follow questions. Rank each on a scale of 1 to 5. Keep in mind that this matrix will NOT make the final decision for you, but rather guide you toward the making the best decision for you.

Values	Overall, will this decision pull me closer to my core values or away from them?	1 = disconnected from values, 5 = completely aligned
Impact	How much of a positive impact will this decision have on my life?	1 = little impact, 5 = huge impact
Effort	How much time and effort will this require?	1 = ton of work, 5 = almost no work
Gut Check	Am I emotionally at peace with this decision?	1 = not at peace, 5 = completely at peace
Knowledge Check	Do I have enough information to make a sound and informed decision?	1 = ill-informed, 5 = well-informed
Vision	How close of a fit is this decision with my vision for my life?	1 = not close, 5 = very close

To calculate your final score, sum up your scores to the above six questions and divide by six. This exercise will give you great insight into the impact of your decisions. Use the final score to help inform your final decision so that you make a confident decision.








1 = needs further consideration, 5 = strongly consider








Decision-Making Matrix (EXAMPLE)








Decision in Question:						
<i>List the decision your contemplating here</i>						
 Values	 Impact	 Effort	 Gut Check	 Knowledge Check	 Vision	 Score
4	5	2	3	3	4	3.5








Decision-Making Matrix

Create copies of this page as needed. Aim to fill out one matrix per decision. Remember, this matrix won't make the final decision for you, but it will create a map guiding you toward your best decision.

Decision in Question:						
 Values	 Impact	 Effort	 Gut Check	 Knowledge Check	 Vision	 Score

Decision in Question:						
 Values	 Impact	 Effort	 Gut Check	 Knowledge Check	 Vision	 Score

Decision in Question:						
 Values	 Impact	 Effort	 Gut Check	 Knowledge Check	 Vision	 Score

Decision in Question:						
 Values	 Impact	 Effort	 Gut Check	 Knowledge Check	 Vision	 Score