



## A Simple Decision Making Tool

By Calvin Strachan, Creator of the *Find a Way to Win* programs.

Have you ever had to make a decision and you really didn't know what to do?

Each option seems good and each option seems bad.

You could spend countless days and nights wondering what should I do? How do I decide?

You might even lean on friends or family for support but then quickly find yourself even more confused.

If you've found yourself in this position, give this decision-making model a try. You may find that you will reveal the much needed clarity that you've been seeking.

The goal of this exercise is to provide you with the clarity and confidence you need to make the right decision



**Step 1.** Specify what you are trying to decide. Clarify the options that you are considering, eg. Option A, Option B, or Option C. For the purposes of illustrating how the model works, let's consider the example of trying to decide between taking a new job or staying with your current company.

So, the first step is jot down the specific options that you are trying to evaluate.

### Step 1. List the options being considered:

- take a new job
- stay with current company

**Step 2.** Now that you have established a list of options. Imagine that you are some point in future. A time when you've already made the decision and you feel certain that you've made the right choice. There's no need to decide at this point. Simply picture a time in the future when the decision has been made and picture yourself feeling completely confident that you've made the right decision.

Continuing on without deciding yet, begin to think of the factors or elements that would indicate that you've made the best decision.



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Referring to our example of taking a new job or staying with our current company, some of the important components or factors might be:

- salary
- commute
- work load
- management style

In summary, step two involves, referencing the list of options that you are considering; picturing yourself in the future having already made your decision, feeling totally confident in your choice and listing all of the elements that would indicate that you made the best decision.

**Step 2. What are the most important factors for this decision?**

- salary
- work load
- vacation days
- bonuses
- company culture
- management style
- potential for growth
- commute

So, now we have a list of options to compare and a list of factors or criteria that would indicate that we have made the best decision.

It might look something like this:

OPTION A	OPTION B	FACTOR THAT WOULD INDICATE WE'VE MADE THE BEST DECISION
Take new job	Stay with current company	<ul style="list-style-type: none"> <li>- salary</li> <li>- work load</li> <li>- vacation days</li> <li>- bonuses</li> <li>- company culture</li> <li>- management style</li> <li>- potential for growth</li> <li>- commute</li> </ul>



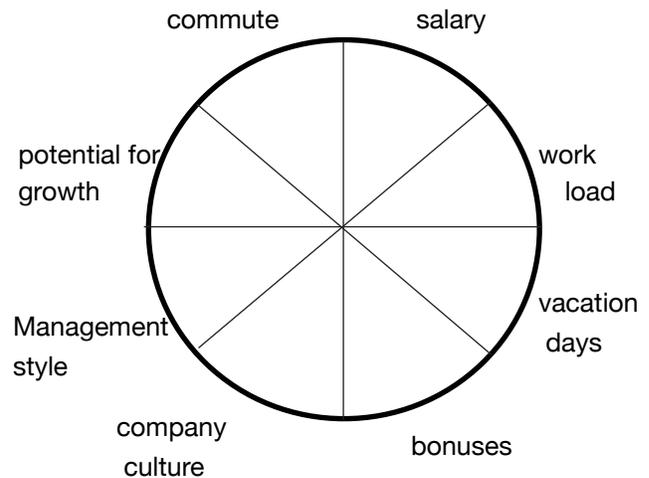
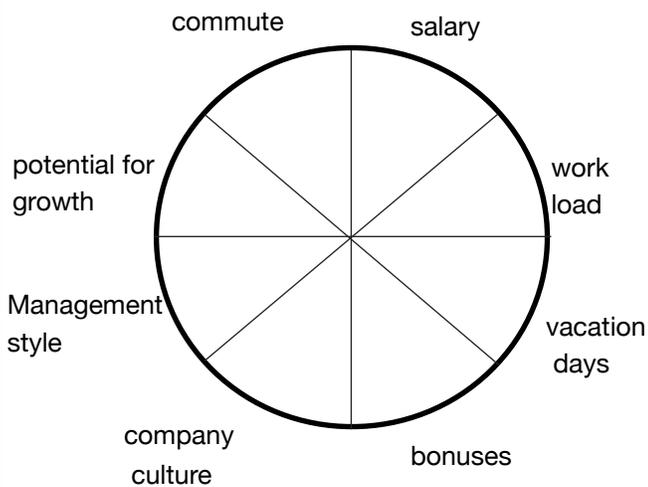
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**Step 3.** Using the Decision Making Wheels, evaluate both options based on the factors and criteria that you have determined. Each factor will be ranked from 1 - 10, with 1 representing a low score and 10 equalling a high score. The centre of the circle will represent 1 and the outer edge of the circle will represent 10.

Option A - Take new job

Option B - Stay with current company



Below is an example of how you might evaluate each option:

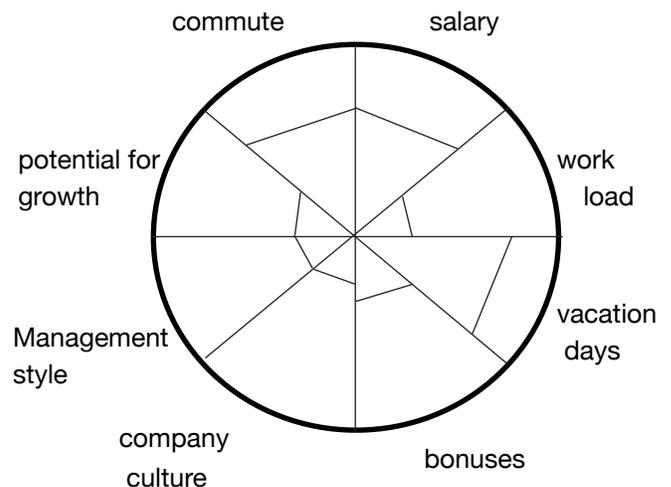
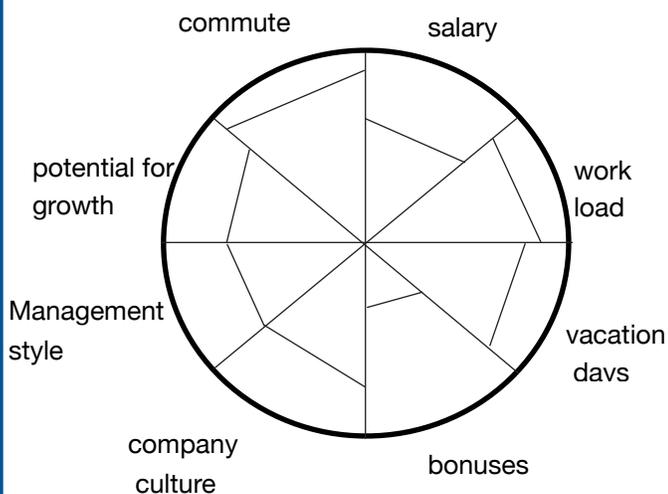
FACTORS AND CRITERIA	OPTION A - TAKE NEW JOB										OPTION B - STAY WITH CURRENT COMPANY									
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
	LOW/BAD					HIGH/GOOD					LOW/BAD					HIGH/GOOD				
salary						6										6				
work load						9										2				
vacation days						8										7				
bonuses						3										3				
company culture						7										2				
management style						7										2				
potential for growth						7										2				
commute						9										6				



After we have evaluated each option, we would simply plot those values on the Decision Making wheel. So it might look like this:

Option A - Take new job

Option B - Stay with current company



From this example it's starting to become apparent which option could be the better choice.

**Step 4.** Reflect on what you are noticing. As you review the wheels, I'd like you to ask yourself a couple of questions:

- What are you noticing about the Decision Making Wheels?
- What's the feeling that's resonating inside you?
- What seems to be the correct choice?

**Step 5.** Make your decision. After reviewing everything now is the time to make your decision. The decision is rooted in the factors that would indicate that the best decision was made



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Now it's your turn....

**Step 1. List the options being considered:**

**Step 2. What are the most important factors for this decision?**

**Step 3. Using the Decision Making Wheels evaluate both options based on the most important factors for your decision from 1 to 10. Remember 1 = low or bad and 10 = high or good. The centre of the circle is 1 and the outer edge is 10**

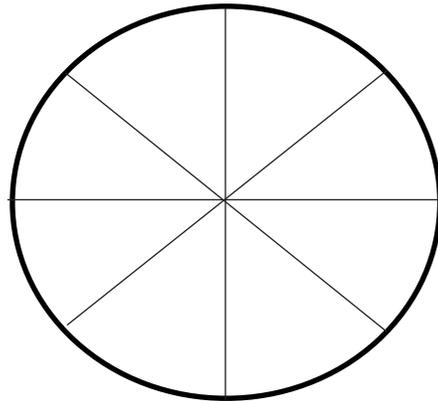
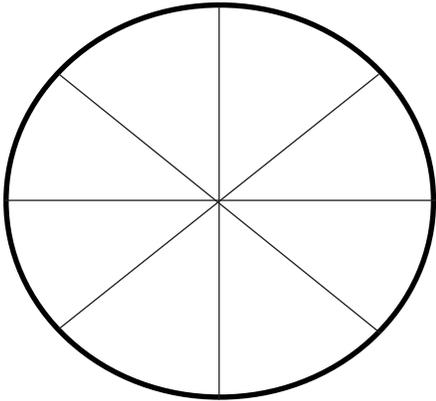


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Option A -

Option B -



FACTORS AND CRITERIA	OPTION A -										OPTION B -									
	1	2	3	4	5	6	7	8	9	10	1	2	3	4	5	6	7	8	9	10
	LOW/BAD					HIGH/GOOD					LOW/BAD					HIGH/GOOD				



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**Step 4.** Reflect on what you are noticing. As you review the ratings, I'd like you to ask yourself a couple of questions:

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- What's the feeling that's resonating inside you?
- What seems to be the correct choice?

**Step 5.** Make your decision

**Step 6.** What might get in the way of your decision? How can you resolve any challenges?