

DECISION ANALYSIS TEMPLATE



You must be VERY CLEAR about what your priorities are in life!
 You must list everything that YOU REALLY NEED / MUST HAVE
 before starting to analyse any options! Don't limit your options!
 Try to think of as many options as possible!

MUSTS:

Note: All "MUSTS" have to be ticked for the option to be considered.

1	MUST 1
2	MUST 2
3	MUST 3
4	MUST 4
5	MUST 5
6	MUST 6
7	MUST 7
8	MUST 8
9	MUST 9
10	

"DO NOTHING"
OPTION

OPTION "X"

OPTION "Y"

OPTION "Z"

(Tick or Cross)

(Tick or Cross)

(Tick or Cross)

(Tick or Cross)

WANTS:

Notes:

	"Importance Rating" (out of 10)	"WANT" SCORE	"WANT" SCORE	"WANT" SCORE	"WANT" SCORE
1	The "MUSTS" (listed above) have an importance rating of 10 out of a possible 10 (10/10) - These "MUSTS" are not negotiable... If an option 'strikes out' on ANY of the "MUSTS" then it has to drop off your consideration list. If any option gets a tick for all the "MUSTS", then we move on to consider the "WANTS" as well in order to help analyse the remaining options. "WANTS" are things that you are flexible on. They are to be assigned an importance rating of less than 10/10 (for example, a low want might be 2 or 3 out of 10, and a high want might be an 8 or 9 out of 10, but a want cannot be a 10/10 want because it would be - by definition - a MUST !) This is a value rating out of 10 that you give this particular "WANT". For example if you want it a lot then give it a high value (less than 10), but if it's not really that important to you then give it a lower value out of 10.	These fields contain a SCORE for each option against each specific "WANT". This figure is derived by multiplying the "IMPORTANCE RATING" of the "WANT" by a number that you consider (out of 10) that this particular option scores against the specific "WANT" [For example: If the "IMPORTANCE RATING" = 8/10 and you consider that this OPTION scores a 10/10 in terms of achieving this specific "WANT" then the formula for the VALUE RATING = 8 multiplied by 10 = 80]			
2					
3					
4					
5					
6					
7					
8					
9					
10					