DECISION-MAKING WORKSHEET

Choosing the Best Path Forward

Mentee Name:

_____

_____

Date:

_____

Step 1: What Decision Do I Need to Make?

Step 2: List My Options

Option A:

Option B:

Option C:

Step 3: Evaluate Each Option

Score from 1–5 (1 = Low, 5 = High)

Criteria	Option A	Option B	Option C
Feasibility			
Cost			
Time Required			
Potential Impact			
Personal Motivation			
Risk Level			
TOTAL			

Step 4: Potential Benefits

What are the benefits of my preferred option?

Step 5: Potential Risks

What could go wrong?

How can I reduce these risks?

Step 6: My Decision

I have decided to:

First Action

What is the very first step I will take?

When?

Confidence Level

How confident am I about this decision?

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

What would help increase my confidence?