

THINKING THROUGH YOUR DECISION WORKSHEET¹

Context: Describe in a few sentences the decision that is facing you and provide the context in brief. For example, what is the decision? What circumstances led you to the point where you needed to decide? Who is involved in the decision process? Is it time-sensitive?

Next, expand and deepen your thinking about this decision by answering each of the following questions (the questions continue on reverse):

Purpose	What is your purpose for thinking through this decision? Why is it important or meaningful to you?
Question at issue	Re-write your decision as a question, or as a set of questions, that you want to think through.
Information	What facts, data, or evidence do you need in order to think through this decision?

¹ This worksheet was developed by Patty Payette. This approach to thinking through a decision is based on the work of Drs. Richard Paula and Linda Elder from the Foundation for Critical Thinking (criticalthinking.org).

<p>Assumptions</p>	<p>What might you be taking for granted that informs your thinking process? In other words, how might you be wrong in the way you think about this decision? How would you know?</p>
<p>Concepts</p>	<p>What are overarching ideas that influence your thinking, such as leadership values, workplace norms or professional principles?</p>
<p>Interpretation</p>	<p>What are the judgment calls or conclusions you will need to come to as part making of this decision? How is your understanding of this decision informed by your unique experiences or personal circumstances?</p>
<p>Implications</p>	<p>What are the consequences that follow each potential choice? List as many relevant options as you can for the decision. Then, next to each option, write down some outcomes that you think may unfold if you choose that option.</p>
<p>Points of View</p>	<p>Whose perspectives should you consider as you make this decision? What is their perspective? About whose perspective do you need to learn more, and how will you learn it?</p>