



Making a Decision

Students can get bogged down with choices and need help sorting out criteria for making informed decisions. These Tip Sheets should help students visualize their thinking and learning as they progress through the decision-making process. Whether students will be using a checklist or a matrix, the steps for making an informed decision are outlined in basic steps and questions. The Tip Sheets then map students' thinking patterns to help them "see" their thinking as they work through the steps of making choices based on specific criteria. The graphic organizer helps students record and organize thoughts as they make decisions by identifying situations requiring a decision, examining previous related decisions, evaluating information and possible alternatives, considering motivations for these alternatives, and making an informed decision based on their experiences with the content.

This thinking skill includes these resources:

Making a Decision Using a Matrix, Text Outline
Making a Decision Using a Matrix, Student Tip Sheet
Making a Decision Using a Matrix, Graphic Organizer
Making a Decision Using a Checklist, Text Outline

Making a Decision Using a Checklist, Student Tip Sheet
Making a Decision Using a Checklist, Graphic Organizer

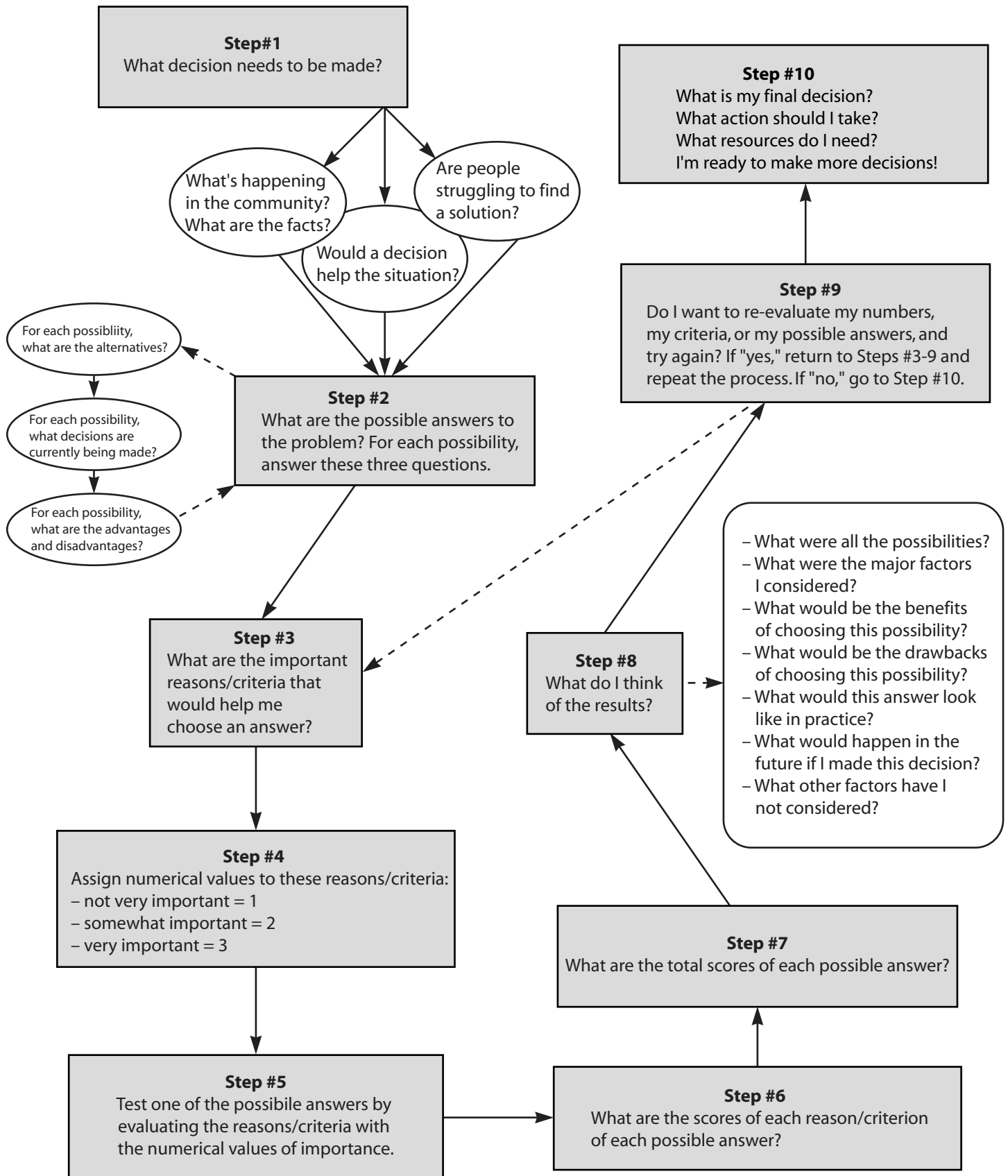
Making a Decision Using a Matrix

Tip Sheet

- 1.** What decision needs to be made?
 - What's happening in the community? What are the facts?
 - Are people struggling to find a solution?
 - Would a decision help the situation?
- 2.** What are the possible answers to the problem?
 - What are the alternatives?
 - What decisions are currently being made?
 - What are the advantages and disadvantages of these alternatives?
- 3.** What criteria for making this decision do I consider important?
- 4.** How important is each criterion? How would I rank them from least to most important?
 - Not very important = 1
 - Somewhat important = 2
 - Very important = 3
- 5.** What alternative do I want to test?
- 6.** What are the scores for each criterion of each alternative?
- 7.** What choice matches the best?
- 8.** What do I think of the outcome?
 - What were all the possibilities?
 - What were the major factors I considered?
 - What would be the benefits of choosing this possibility?
 - What would be the drawbacks of choosing this possibility?
 - What would this answer look like in practice?
 - What would happen in the future if I made this decision?
 - What other factors have I not considered?
- 9.** Do I wish to re-evaluate my numerical values, my criteria, or my possible answers, and try again?
If *yes*, return to Steps 3 - 9 and try again. If *no*, go to Step 10.
- 10.** What is my final decision? What action should I take? What resources do I need? I'm ready to make more decisions!

Making a Decision

Using a Matrix





Making a Decision Using a Matrix

 Graphic Organizer

NAME _____

DATE _____

The decision that needs to be made is _____

DIRECTIONS: Using the Tip Sheet for Making a Decision, complete the matrix below to evaluate your solutions.

Solutions/Answers

Totals

Reasons / Criteria

- not very important = 1
- somewhat important = 2
- very important = 3

Totals

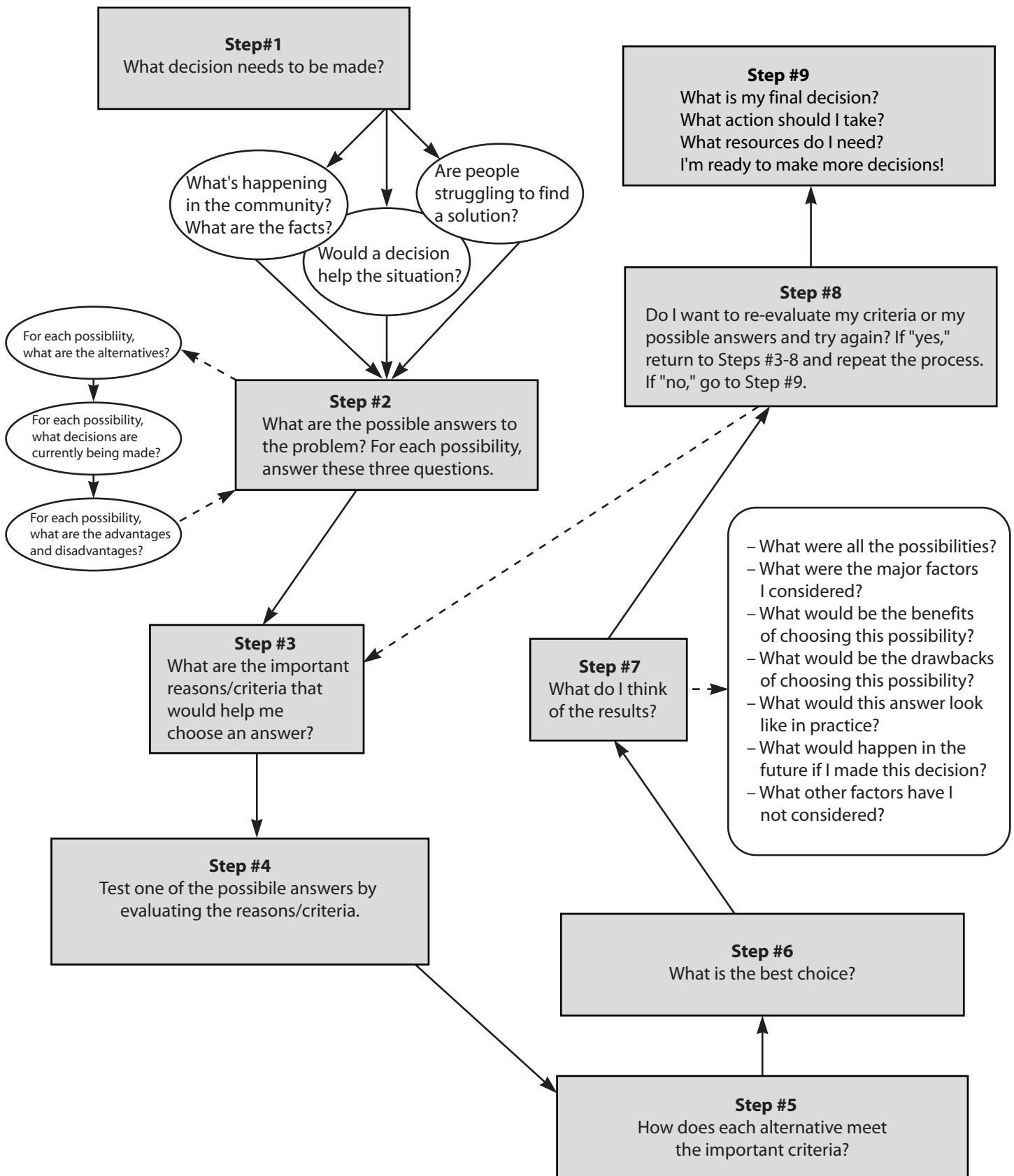
Making a Decision Using a Checklist

Tip Sheet

1. What decision needs to be made?
 - What's happening in the community? What are the facts?
 - Are people struggling to find a solution?
 - Would a decision help the situation?
2. What are the possible answers to the problem?
 - What are the alternatives?
 - What decisions are currently being made?
 - What are the advantages and disadvantages of these alternatives?
3. What criteria for making this decision do I consider important?
4. What alternative do I want to test?
5. How does each alternative meet the important criteria?
6. What is the best choice?
7. What do I think of the outcome?
 - What were all the possibilities?
 - What were the major factors I considered?
 - What would be the benefits of choosing this possibility?
 - What would be the drawbacks of choosing this possibility?
 - What would this answer look like in practice?
 - What would happen in the future if I made this decision?
 - What other factors have I not considered?
8. Do I wish to re-evaluate my criteria or my possible answers and try again?
If *yes*, return to Steps 3 - 8 and try again. If *no*, go to Step 9.
9. What is my final decision? What action should I take? What resources do I need? I'm ready to make more decisions!

Making a Decision

Using a Checklist





Making a Decision Using a Checklist

 Graphic Organizer

NAME _____ DATE _____

The decision that needs to be made is _____

DIRECTIONS: Using the Tip Sheet for Making a Decision, check the possible answers that meet the criteria for the best solution.

Solutions/Answers

Reasons / Criteria