

## Making difficult decisions using weightings

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### Introduction

This article is written for the general audience who has a decision to make but unsure whether to make it or not.

Ever had an important decision to make but unsure if it is the right choice? Here we explore a simple method of evaluating if the decision is good or not good for you.

### Method

Get a piece of A4 paper and a pen and draw out a four column table. On the first two columns, label it “Pros” and “weight” this is where the good points go with its importance.

On the other two columns on the right, label it “Cons” and “weight” this is where the bad points go with how important it is.

List all the good points from the “Pros” column and give each item a weighting from 1 to 5, 1 being not important and 5 being the highest of importance. Do the same for the “Cons” column.

Sum up all the weightings on each column and check to see which column has the highest value. The column with the highest value would mean that it would be better to follow that decision.

There is a worked example and a blank worksheet for you to give it a try.

**Example:**

**Decision to make:** Should I change jobs?

<b>Pros</b>	<b>Weighting</b>	<b>Cons</b>	<b>Weighting</b>
New change	4	I am permanent and pensionable	5
Better prospect of being promoted	4	Reduced salary	3
Ability to gain further skills	5	Chance of being redundant	5
		Small company; chances of being permanent are slim	5
		Have good friends at work	5

Sum for Pros:  $4 + 4 + 5 = 13$

Sum for Cons:  $5 + 3 + 5 + 5 + 5 = 23$

In this example, the Cons outweigh the Pros so it would be wise for me not to change jobs until I re-evaluate my pros and cons again in the future.

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Decision to make:

Date:

<b>Pros</b>	<b>Weighting</b>	<b>Cons</b>	<b>Weighting</b>

Sum for Pros:

Sum for Cons:

Conclusion: