

Weighted Decision Matrix

A worksheet for choosing between options when every one of them has something going for it.

How it works

- 1. Name your options.** Write down the options you are really considering, between two and five.
- 2. Decide what matters.** List four to eight criteria that matter to you for this decision. Check they do not overlap: the same factor under two names counts twice.
- 3. Weigh each criterion** from 1 (matters a little) to 5 (matters a great deal). Do this before looking at the options.
- 4. Score each option** on each criterion, from 1 (poor) to 5 (excellent). Work across one criterion at a time.
- 5. Do the maths.** Multiply each score by its weight and add up the results for each option.
- 6. Read the result.** Notice your reaction. Relief or disappointment are both information: if the result feels wrong, a criterion may be missing or a weight may not reflect what you really value. Change it and look again.

Scoring scale

	1	2	3	4	5
Weight	matters a little		matters somewhat		matters a great deal
Score	poor	weak	acceptable	good	excellent

Remember

The total is not the answer. It shows you what your decision actually depends on. If two options end up close, ask yourself which weight, if changed, would change the result: that is usually where the real decision lies.

Coaching is not a substitute for professional help. If a decision is causing you significant distress, please speak to a qualified professional.

Your matrix

Decision: _____

Criterion	Weight	Option A		Option B		Option C		Option D	
		_____		_____		_____		_____	
		Score	x Weight	Score	x Weight	Score	x Weight	Score	x Weight
TOTAL									

Write the name of each option in the grey row. In the TOTAL row, add up the "x Weight" column for each option. Leave unused rows or columns empty.

An example

Anna is choosing between staying in her job, accepting an offer from another company, and going freelance.

Criterion	Weight	Stay		New offer		Freelance	
		Score	x W	Score	x W	Score	x W
Financial stability	5	5	25	4	20	2	10
Learning and growth	4	2	8	4	16	4	16
Autonomy	3	2	6	3	9	5	15
Work-life balance	4	4	16	3	12	3	12
Enjoying the daily work	3	2	6	4	12	4	12
TOTAL			61		69		65

The new offer leads, but not by much. If Anna raises the weight of autonomy from 3 to 5, the new offer and freelancing tie at 75. The matrix has not decided for her: it has shown her that the decision depends on how much she values her autonomy.

Questions for reflection

What was my first reaction to the result? Relief, disappointment, indifference?

Is there a criterion I left out because it felt hard to admit it matters?

Which single weight, if I changed it, would change the result?

If the numbers were a tie, which option would I choose, and why?

What is one concrete step I can take this week?
