



You will be guided through four steps:

- 1 Clarify the decision.
- 2 Identify your decision making needs.
- 3 Explore your needs.
- 4 Plan the next steps.

## 1 Clarify the decision.

What decision do you face?		
What is your reason for making this decision?		
When do you need to make a choice?		
How far along are you with making a choice?	<input type="checkbox"/> I have not yet thought about options <input type="checkbox"/> I am thinking about the options	<input type="checkbox"/> I am close to making a choice <input type="checkbox"/> I have already made a choice
Are you leaning toward one option?	<input type="checkbox"/> Yes If yes, which one?	<input type="checkbox"/> No

## 2 Identify your decision making needs.

<b>Support</b>	Do you have enough support and advice from others to make a choice? Are you choosing without pressure from others?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Knowledge</b>	Do you know which options are available to you? Do you know <u>both</u> the benefits and risks of each option?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Values</b>	Are you clear about which benefits and risks <u>matter most</u> to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Certainty</b>	Do you feel sure about the best choice for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No

People who answer "No" to one or several questions are more likely to delay their decision, change their mind, feel regret about their choice or blame others for bad outcomes. Therefore, it is important to work through steps **three** and **four** that focus on your needs.

## 3 Explore your needs.

<b>Support</b>			
Who else is involved?	Name:	Name:	Name:
Which option does this person prefer?			
Is this person pressuring you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
How can this person support you?			
What role do you prefer in making your choice?	<input type="checkbox"/> I prefer to share the decision with _____ <input type="checkbox"/> I prefer to decide myself after hearing the views of _____ <input type="checkbox"/> I prefer that someone else decides. Who? _____		





### Knowledge

In the balance scale below, list the options and main benefits and risks you already know. Underline the benefits and risks that you think are most likely to happen.



### Values

Use stars (★) to show how much each benefit and risk matters to you. 5 stars means that it matters "a lot". No star means "not at all".



### Certainty

Circle the option with the benefits that matter most to you and are most likely to happen. Avoid the option with the risks that are most important to avoid.

	☺ BENEFITS Reasons to choose this option	How much it matters Add ★ to ★★★★★	⊗ RISKS Reasons to avoid this option	How much it matters Add ★ to ★★★★★
Option #1				
Option #2				
Option #3				

#### 4 Plan the next steps based on your needs.

##### ✓ Things making the decision difficult



##### Support

- You feel you do NOT have enough support
- You feel PRESSURE from others to make a specific choice

##### ✓ Things you are willing to try

- Discuss your options with a trusted person (e.g. health professional, counsellor, family, friends)
- Find out what help is on hand to support your choice (e.g. funds, transport, child care)
- Focus on the opinions of others who matter most.
- Share your guide with others.
- Ask others to complete this guide.  
Find areas of agreement. When you disagree on facts, agree to get information. When you disagree on what matters most, respect the other's opinion. Take turns to listen, mirror back what the other has said matters most to him or her.
- Find a neutral person to help you and others involved.



##### Knowledge

- You feel you do NOT have enough facts

- Find out about the chances of benefits and risks.
- List your questions and note where to find the answers (e.g. library, health professionals, counsellors):



##### Values

- You are NOT sure which benefits and risks matter most to you

- Review the stars in the balance scale to see what matters most to you.
- Find people who know what it is like to experience the benefits and risks.
- Talk to others who have made the decision.
- Read stories of what mattered most to others.
- Discuss with others what mattered most to you.

- Other factors making the decision DIFFICULT

List anything else you need: