

# Decision-Making Process Tool

Making responsible choices is easier when you plan ahead. Practice using the **Decision-Making Process Tool** to guide you in finding the best option for handling a problem or making a choice.

**1. Describe the problem or decision you need to make.**

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**2. Collect information and resources related to the decision.** Write down the information you collected.

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**3. Make a list of your options and compare them.** You can create a pros and cons list.

Option 1:

Option 2:

Option 3:

PROS	CONS

PROS	CONS

PROS	CONS

**4. Choose and circle an option from your list, then create a plan to follow through with that option.**

Write down the steps for the plan.

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