

① State the decision in writing.

② List the alternatives.

③ List the key decision criteria.

④ Weigh each criteria in importance, making sure that the weights total 100.

⑤ Rate the alternatives in each category on a 1 - 10 basis.

⑥ Multiply each weight by the ratings.

⑦ Total each product to determine the high score. In this example, alternative B is best.

ISSUE: Choosing a College Major		ALTERNATIVES: Rated 0 (Negative) to 10 (Positive)		
	WEIGHT	Business	Education	Pre-Med
Cost of Education	20	3 60	5 100	1 20
Job Availability	20	7 140	6 120	8 160
Interest	20	5 100	6 120	6 120
Income	10	6 60	4 40	10 100
Advancement Opportunities	5	8 40	5 25	3 15
Future Lifestyle	10	8 80	7 70	5 50
Plays to My Skills	10	4 40	8 80	6 60
Physical Demand	5	5 25	4 20	2 10
Total	100%	545	575	535

The decision-making matrix can be very powerful in assessing priorities and coming to the right decision. The process takes just seven steps and has been used in some of the most complex decisions. ©2019 Core IQ. All rights reserved.