

Rational Decision Making Tool

1. Choose a weighting value out of 5 for each criteria, leave as 1 if all equally important.
2. Write in your options.
3. Score each option out of five for each of the three criteria (1 = very poor, 5 = very good)
4. Calculate totals; multiply each score with its criteria weighting then add all results together to get a total score.
5. Pick the option with highest total score.

Criteria	Urgently needed?	Good return on effort?	Fits our resources & skills?	Total Score
Weighting value (1 - 5)	1	1	1	
Option #1				
Option #2				
Option #3				
Option #4				
Option #5				
Option #6				
Option #7				
Option #8				
Option #9				
Option #10				