

## Self-Development: ABC of Decision-Making

Taking charge of changes you want to make and making necessary decisions about them is essential to being effective as part of the integrated care workforce. Making decisions that take into consideration what they mean for now and later and how these decisions may influence achievement of goals is important. Sometimes a small decision can have a large impact, so all decisions are important.

Sound decision-making is a critical core competency and checking on your process and highlighting the feelings you experience from making these decisions will help inform future decision-making. One tool that could be helpful in reaching a decision is to apply an assessment of Alternatives, Benefits, and Costs associated with decisions or the A-B-C of Decision-Making!

### Steps:

- Use the Decision-Making Worksheet to write all the answers to the questions below.
  - List all your feelings about each entry.
1. What is the Decision you have to make?
  2. What Alternatives do you have? Be creative. What are all the choices you could make?
  3. Write them into the worksheet as 1a, 2a, 3a, and 4a.
  4. What Benefits are there for each choice? Write in your responses in 1b, 2b, 3b, and 4b.
  5. What negative consequence/cost is there for each choice? Write in your responses in 1c, 2c, 3c, and 4c.
  6. Grade each Benefit on a 1-10 scale: 10 = fantastic/ideal; 1 = barely worth anything. Write in your score at the end of each B.
  7. Grade each negative consequence/cost on a 1-10 scale: 1 = almost nothing bad/a very minor Cost to you; 10 = terrible cost. Write in the score at the end of each C.
  8. Note the Benefit score and subtract the Cost score. Write the answer in the margin by each Alternative (1a, 2a, etc.) and circle it.
  9. Your best Alternative is probably the highest score. What is your best choice? Circle and \* your best Alternative.
  10. What do you now think of your Alternatives that have a negative score?
  11. What are you actually going to do and why? How are you going to handle any consequences?

## A-B-C Decision-Making Worksheet

I have to decide the following:

### Alternatives, Benefits, and Costs (a, b, c)

1a. \_\_\_\_\_  
\_\_\_\_\_

1b. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

1c. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

2a. \_\_\_\_\_  
\_\_\_\_\_

2b. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

2c. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

3a. \_\_\_\_\_  
\_\_\_\_\_

3b. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

3c. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

4a. \_\_\_\_\_  
\_\_\_\_\_

4b. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_

4c. \_\_\_\_\_  
\_\_\_\_\_

Score \_\_\_\_\_