

## **Worksheet #5**: Decision Matrix

The Decision Matrix allows you to score your ideas/goals against one another and help choose the best option. List the ideas you will be vetting below:

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- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- •

Now, list the decision making factors that will be guiding you:

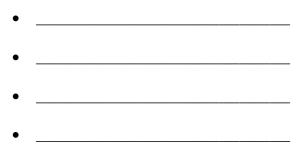
- \_\_\_\_\_
- \_\_\_\_\_
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Next, weigh the importance of each factor on a scale of 1 to 5, with 1 being the lowest weight and 5 being the highest weight.

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With weighting in place, use MS Excel to continue the analysis by scoring each idea/goal against the decision making factors.

These scores will also be on a scale of 1 to 5, with 1 being the lowest ability/correlation and 5 being the highest ability/correlation:

|             | IDEAS/GOALS |      |      |      |      |      |
|-------------|-------------|------|------|------|------|------|
| Factors     | Weighting   | Goal | Goal | Goal | Goal | Goal |
|             |             |      |      |      |      |      |
|             |             |      |      |      |      |      |
|             |             |      |      |      |      |      |
|             |             |      |      |      |      |      |
|             |             |      |      |      |      |      |
| TOTAL SCORE |             |      |      |      |      |      |