

# Decision Matrix Worksheet

Use the Decision Matrix to weigh different options and make more informed, thoughtful choices.

## Steps to Complete the Decision Matrix:

1. List Your Major Options
2. Write down the majors you are considering.
3. Define Your Criteria
4. Decide what factors are important to you when choosing a major. Write down 4-6 criteria. Examples include:
  - Interest & Passion: How excited are you about this field?
  - Job Opportunities: How many career options does this major offer?
  - Earning Potential: What is the potential salary in this field?
  - Skills You Enjoy: Does the major align with the skills you want to develop?
  - Work-life Balance: How flexible is the career path in this field?
  - Challenge Level: How intellectually stimulating is the field?
5. Rate Each Major on Each Criteria
6. For each major, rate how well it meets each of your criteria on a scale of 1 to 5 (1 = poor, 5 = excellent).
7. Multiply and Add Up the Scores
8. Multiply the rating for each criterion by the importance of that criterion (on a scale of 1 to 5). Then, add up the scores for each major.
9. Compare the Scores
10. Review the total scores for each major. The major with the highest score may be the best fit for you based on the criteria you've set.

## Reflection:

- Which major scored the highest? What scored the highest? Does this align with what you feel passionate about or your long-term career goals?
- Does this match your intuition?
- Are there any criteria you want to adjust? Maybe you value work-life balance more than you initially realized, and would like to weigh it more heavily next time.
- How does this Decision Matrix help you feel clearer about your choice? Does seeing the breakdown of the scores make you feel more confident in your decision? Or do you feel you need to explore other factors?

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## Step 1: List Your Major Options

- Option 1: Business
- Option 2: Psychology
- Option 3: Engineering
- Option 4: Communications

## Step 2: Define Your Criteria

- Interest & Passion
- Job Opportunities
- Earning Potential
- Skills You Enjoy
- Work-life Balance
- Challenge Level

## Step 3: Rate Each Major on Each Criteria

Criteria	Business	Psychology	Engineering	Communications
Interest & Passion	4	5	3	4
Job Opportunities	5	4	5	3
Earning Potential	5	3	5	3
Skills You Enjoy	3	5	4	4
Work-life Balance	4	4	3	5
Challenge Level	3	4	5	3

## Step 4: Multiply and Add Up the Scores

Assume you assign the following importance (weight) to each criterion:

- Interest & Passion: **3**
- Job Opportunities: **5**
- Earning Potential: **4**
- Skills You Enjoy: **4**
- Work-life Balance: **3**
- Challenge Level: **2**

Now, multiply each rating by the weight for each criterion and add up the total score for each major:

- **Business:**  
(Interest & Passion:  $4 \times 3$ ) + (Job Opportunities:  $5 \times 5$ ) + (Earning Potential:  $5 \times 4$ ) + (Skills You Enjoy:  $3 \times 4$ ) + (Work-life Balance:  $4 \times 3$ ) + (Challenge Level:  $3 \times 2$ )  
 $= 12 + 25 + 20 + 12 + 12 + 6 = 87$
- **Psychology:**  
(Interest & Passion:  $5 \times 3$ ) + (Job Opportunities:  $4 \times 5$ ) + (Earning Potential:  $3 \times 4$ ) + (Skills You Enjoy:  $5 \times 4$ ) + (Work-life Balance:  $4 \times 3$ ) + (Challenge Level:  $4 \times 2$ )  
 $= 15 + 20 + 12 + 20 + 12 + 8 = 87$
- **Engineering:**  
(Interest & Passion:  $3 \times 3$ ) + (Job Opportunities:  $5 \times 5$ ) + (Earning Potential:  $5 \times 4$ ) + (Skills You Enjoy:  $4 \times 4$ ) + (Work-life Balance:  $3 \times 3$ ) + (Challenge Level:  $5 \times 2$ )  
 $= 9 + 25 + 20 + 16 + 9 + 10 = 89$
- **Communications:**  
(Interest & Passion:  $4 \times 3$ ) + (Job Opportunities:  $3 \times 5$ ) + (Earning Potential:  $3 \times 4$ ) + (Skills You Enjoy:  $4 \times 4$ ) + (Work-life Balance:  $5 \times 3$ ) + (Challenge Level:  $3 \times 2$ )  
 $= 12 + 15 + 12 + 16 + 15 + 6 = 76$

## Step 5: Compare the Scores

- Engineering (**89**) ranks highest, suggesting the best fit based on your criteria.
- Business and Psychology (**87**) are strong contenders worth exploring.
- Communications (**76**) may be a weaker match.

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## DECISION MATRIX

A decision matrix is a method of visualizing data in order to gain insight into a decision.

	OPTION 1	OPTION 2	OPTION 3
<b>FACTORS/CONSIDERATIONS</b>			
Factor/Consideration1:			
Factor/Consideration2:			
Factor/Consideration3:			
Factor/Consideration4:			
Factor/Consideration5:			
Factor/Consideration6:			