



Career Decision Making Grid

This grid will help you to weigh your career options, against your most important decision-making factors or criteria. See directions on the second page and feel free to adapt it to how it works for you.

Prioritized Decision Making Factors	Option 1	Option 2	Option 3	Option 4
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Totals				

Thoughts and Feelings Throughout the Process

Summary of your Clarity Towards Your Decision



Next Steps I Could Take to Get Closer to a Decision

Career Decision Making Grid Directions

1. Using all of your DAITA from your Career Profile (page 12 of workbook), choose the top 5 to 10 most important factors in making this career decision. Prioritize them in order of importance to you, if possible. Enter them in the left column of the chart in priority order.
2. Enter your Career Options across the top of the chart under the headings Options 1, 2, 3, 4, 5
3. As you go through each option, weigh it against each criterion and assign a number from 1 to 5, based on how well each option meets each criterion. Higher numbers indicate a better fit.
4. As you are going through this process, pay attention to your intuition. What is it telling you? Make a note of this in the thoughts and Feelings section below the Grid.
5. If you are more of an Intuitive Decision Maker, when you are finished, check in with your intuition again. What is it telling you now? Make a note of this in the thoughts and Feelings section below the Grid.
6. If you are more of a logical decision maker, add up the numbers and see what the scores tell you. Keep in mind that if you have prioritized your criteria, the numbers on the top half of the grid will be more significant.
7. Do you agree with the total scores? Does your intuition tell you something different than the numbers? Record any thoughts or feelings you had throughout the process in the appropriate section.
8. What is your conclusion with regards to your career decision? If you don't have a conclusion, have you narrowed it down? On what basis? If desired, write this in the Summary section on page 1.
9. What next steps could you take to get closer to making a career decision? What more information do you need? Do you need to consult someone or take more time to reflect on the process yourself? Feel free to book a [Career Counselling](#) appointment for more help in making this decision!
10. Was this Career Decision Making Grid helpful for you? If not, how could you adapt it in the future?