

important to you, give that element a 9. If being close to your family isn't as important to you, then give it something like a 4. Put down the first number that comes to you; don't overthink it.

4. Grade the choices in relation to each element. You're now going to assign a number from 1 to 10 in relation to how each choice measures up to the elements you have listed. For example, if the job in Seattle offers an excellent health insurance plan, you would give it a 9. If the job in Phoenix would sometimes have you working 60 hour weeks, then you would give it something like a 5 for "work hours." Again, don't think too much about it; just put down the first number that comes to your mind. These numbers go on the left side of your choice columns. Make sure you leave room on the right side of the column for another number.

5. Multiply the importance factor by the grades for each choice. For example, if you gave the importance of the pay element a 8, and you gave the Job in Seattle a 7 for that job's potential salary, you would take 8×7 and would come out with 56. This number goes on the right of your choice column.

6. Add up the totals. Once you have multiplied all of your importance factors by your choice grades, add all those numbers up to get a total. Which choice has the highest number of points? That's probably the best choice for you.

That's it. Below we've included a couple decision balance cards for you to work with. Print them off and work through them when you have a big decision to make.

