1. **Identify the Decision**
   Define the nature of the decision to be made. What is your end goal or expectation?

2. **Gather Information**
   Do your research! What do you already know? What other information is needed? Seek advice from professors, advisors, family, and friends for additional help.

3. **Identify Alternatives**
   Use the information gathered to lay out your options.

4. **Weigh the Pros and Cons**
   Imagine the possible outcomes for each alternative. What effect, positive or negative, will each alternative have?

5. **Choose from Alternatives**
   Based on your analysis, select the option that best suits you.

6. **Take Action!**

7. **Review**
   Are you satisfied with the end result?

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Adapted from University of Massachusetts Dartmouth
http://www.umassd.edu/fycm/decisionmaking/process/