

DECISION MATRIX

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

STEP 1: Fill in your options.

STEP 2: Fill in your objectives.

STEP 3: Fill in data using a visual indicator of how fully the objective is met by the option:

- = fully meets objective
- ◐ = partially meets objective
- = does not meet objective

STEP 4: Notice:

- Is one option the clear winner or loser?
- Where are options equivalent, such that the objective will not influence the decision?
- Does looking at this reveal any missing objectives?
- What other insights into the decision does this matrix offer to you?

	OPTION 1	OPTION 2	OPTION 3
OBJECTIVES			