**Decision Journal Template**

**Record the Decision**

Date:

1. Decision opportunity:
2. What is important to me about this decision? (eg. friends, time, money):
3. Are some of these things more important to me than others?
4. What are my options?
5. What can go wrong? How likely is this to happen?
6. I am deciding to…
7. Expected outcome: I am \_\_% sure that my decision will result in…
8. Context: What else is happening in my life right now in connection with this decision?

How am I feeling at the time of this decision emotionally, physically and mentally? (eg. tired, frustrated, overwhelmed, energized, emotionally, stressed, sick)

**Reflect on the Outcome**

Date:

1. Actual Outcome:

1. Surprises:

1. Biases Identified:

1. Was there additional information available that would have been helpful?

1. Was there a weak/strong spot in my decision-making process?

1. Next time I will*…*

Adapted from ideas taken from The Alliance for Decision Education