

# CAREER AND LIFE PLANNING EXERCISE



AIM

## Decision-Making Worksheet

Decision-Making is never easy, but decisions can be made easier!

# Decision-Making Worksheet

In this exercise you will learn how to identify, prioritize and quantify fundamental values to aid you in your decision-making process.

## Objectives:

By the end of this exercise the user will be able to:

- **Utilize the tool to quantify their personal values , career and workplace priorities:**
  - ✓ Identify and assign a numerical value to their priorities/values
  - ✓ Identify and assign a numerical value to career and workplace priorities
  
- **Determine the probability of each hospital or group 's ability to meet the priority/values:**
  - ✓ Assess the ability of each hospital/group to meet the level of importance of the priority/value
  - ✓ Assign a number value to express that probability (likelihood)
  - ✓ Leverage the "importance value" and the "probability value" algorithm to determine the "value score"
  - ✓ Use the highest "value score" to quantify decision-making.



# Decision-Making Worksheet

## How to Use This Tool:

1. Review the tool to become familiar with its general structure and mechanics. Place your top three hospital or group names in the three group headings at the top of the table.
2. Under the first Column, list up to ten values or priorities that are important to you personally and professionally. See the examples in Table 1.
3. Assign a number value between 1-5 indicating the level of importance that value or priority has to you and put the score in the "Importance" column. (1=Not Very Important; 5=Absolutely Critical to you.)
4. Reflect on each of your interviews and determine each hospital's or group's ability to meet the level of importance for each value or priority you have listed.
5. Assign a "probability" value between 1-5 for each hospital or group (1=Very little probability the value or priority will be fulfilled by the hospital/group; 5=No doubt the value or priority will be fulfilled by the hospital or group.)
6. Multiply the "Importance Value" by the "Probability Value" to determine the "Value Score"
7. Use the "Value Score" as the basis to quantify the decision-making process.
8. Refer to the resource(s) below for additional assistance in your preparations:

TITLE	RESOURCE NO.
Evaluating <a href="#">Geographic Location</a> , <a href="#">Community</a> , <a href="#">Compensation</a> , <a href="#">Daily Work</a> , <a href="#">Practice Settings</a> , <a href="#">Work Environment</a> , <a href="#">Needs, Wants and Dreams</a> ,	E-07, E-08, E-09, E-10, E-11, E-12, E-14,
<a href="#">Prioritizing Offers</a>	E-24
<a href="#">Personal Preferences vs. Market Conditions</a>	E-16



# Decision-Making Worksheet

## Directions:

Identify your values and priorities in the left column. Next assign an "Importance" value between 1-5 to your value/priority (1=Not Very Important; 5=Absolutely Critical to you.) Next assess each hospital or group's ability to meet the each value/priority by assigning a value between 1-5 (1=Very little probability the value or priority will be fulfilled by the hospital/group; 5=No doubt the value or priority will be fulfilled by the hospital or group.) Multiply the "Importance" value by the "Probability" value to determine your "Value Score". Use the highest "Value Score" for each value/priority to quantify your decision-making. See the below sample worksheet.

SAMPLE		Employer A		Employer B		Employer C	
Value / Priority	Importance (1-5)	Probability (1-5)	Value Score	Probability (1-5)	Value Score	Probability (1-5)	Value Score
Admit to 1 hospital	3	4	12	5	15	4	12
4 day workweek	5	5	25	4	20	4	20
Employed/Stability	4	4	16	4	16	3	12
High Income Potential	5	3	15	5	25	5	25
Loan Repayment	5	0	0	3	15	5	25
Low cost of living	3	3	9	5	15	5	15
School Systems	5	5	25	3	15	5	25
Community /Lifestyle	4	5	20	3	12	4	16
Work Life Balance	5	5	25	3	15	5	25
Opportunity to Grow	3	4	12	4	12	4	12
<b>Total</b>			<b>159</b>		<b>160</b>		<b>187</b>

**Important:** Please note that scoring one opportunity higher than the others doesn't necessarily mean that you'll chose that opportunity. The purpose of the exercise is to work through which personal values and work priorities are most important and which you're willing to sacrifice. Also, be aware that your score may skew if you list the same or similar values multiple times, for example, "live within 20 miles of Chicago" and "attend Chicago sporting events."



# Decision-Making Worksheet (Continued)

## Directions:

Identify your values and priorities in the left column. Next assign an "Importance" value between 1-5 to your value/priority (1=Not Very Important; 5=Absolutely Critical to you.) Next assess each hospital or group's ability to meet the each value/priority by assigning a value between 1-5 (1=Very little probability the value or priority will be fulfilled by the hospital/group; 5=No doubt the value or priority will be fulfilled by the hospital or group.) Multiply the "Importance" value by the "Probability" value to determine your "Value Score". Use the highest "Value Score" for each value/priority to quantify your decision-making.

Value / Priority	Importance (1-5)	-----		-----		-----	
		Probability (1-5)	Value Score	Probability (1-5)	Value Score	Probability (1-5)	Value Score
Admit to 1 hospital							
4 day workweek							
Employed/Stability							
High Income Potential							
Loan Repayment							
Low cost of living							
School Systems							
Community /Lifestyle							
Work Life Balance							
Opportunity to Grow							
<b>Total</b>							

**Important:** Please note that scoring one opportunity higher than the others doesn't necessarily mean that you'll chose that opportunity. The purpose of the exercise is to work through which personal values and work priorities are most important and which you're willing to sacrifice. Also, be aware that your score may skew if you list the same or similar values multiple times, for example, "live within 20 miles of Chicago" and "attend Chicago sporting events."

