

# Decision Journal

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NAME

DATE

**Consciously working through a systematic decision-making process will ultimately help you make wiser and more informed decisions.**

## Instructions

Use this decision journal template to help you reflect on and understand the decisions you make throughout your coaching process.

You can do this journal before you make a decision, or afterwards.

You can use it for any decision you make — decisions related to your business, next actions with clients, or anything else in work or life.

Compare your reasoning process before making a decision with the results of your decision to evaluate any gaps in your process.

If you're doing this for a decision you've already made, put the questions in past tense (e.g., *What were you trying to accomplish?*).

## What's the situation?

**What problem needs to be addressed? What are you trying to accomplish? What's the tension you're trying to solve? Etc.**

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## What are the factors and variables involved?

**What are all the factors or variables that could affect the outcome? What are the pressures and forces that may be pushing things one way or the other?**

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**Does anything feel especially important or urgent about this decision? If so, what?**

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**Does anything feel especially complicated or tricky about this decision? If so, what?**

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## Possible options and outcomes

**List ALL the possible choices you could make here.**

For each section, identify what might or could reasonably or probably happen as a result. Explain why that could happen.

Bonus: Identify the BEST and WORST options.

OPTION	LIKELY RESULT / OUTCOME	WHY THAT OUTCOME?

## Decision context

**What time of day I'm deciding or considering:**

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**How I feel:**

- |                                 |                                  |                                  |
|---------------------------------|----------------------------------|----------------------------------|
| <input type="radio"/> Excited   | <input type="radio"/> Relaxed    | <input type="radio"/> Angry      |
| <input type="radio"/> Confident | <input type="radio"/> Content    | <input type="radio"/> Sad        |
| <input type="radio"/> Happy     | <input type="radio"/> Tired      | <input type="radio"/> Frustrated |
| <input type="radio"/> Alert     | <input type="radio"/> Ambivalent | <input type="radio"/> Distracted |
| <input type="radio"/> Focused   | <input type="radio"/> Nervous    | <input type="radio"/> Other:     |

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## After you've made your decision

*Complete this section after you've had enough time to see what occurred as the consequences of your choice.*

**What did you ultimately decide to do?**

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**What happened as a result of what you chose?**

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**Which options did you seriously consider, but NOT choose? Why not?**

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**What, if anything, did you learn about similar types of choices that may come up in future?**

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