Adapted Ottawa Personal Decision Guide: For People Making Health or Social Decisions

There are four steps: 1 2 3 4

1. Clarify your decision

What decision do you face?

Why are you making this decision?

When do you need to make a choice?

Where are you with making a choice?

- ☐ Not yet thought about the options
- ☐ Thinking about the options
- ☐ Close to making a choice
- ☐ Already made a choice

2. Explore your decision

<table>
<thead>
<tr>
<th>Reasons to Choose this Option (Benefits / Pros)</th>
<th>How much it matters Use 0 to 5 ★'s</th>
<th>Reasons to Avoid this Option (Risks / Cons)</th>
<th>How much it matters Use 0 to 5 ★'s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option #1</td>
<td></td>
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<tr>
<td>Option #2</td>
<td></td>
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<tr>
<td>Option #3</td>
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</tbody>
</table>

Which option do you prefer?  ☐ #1  ☐ #2  ☐ #3  ☐ Unsure

How motivated are you to take action

- Not Motivated 0 1 2 3 4 5 Very Motivated

How confident are you that you can take action?

- Not Confident 0 1 2 3 4 5 Very Confident

List things that may get in the way of doing this:

List things that may help you to do this:
Support

Who is involved?

Who else can support you?

Which option do they prefer?

Is this person pressuring you?

How can they support you?

What role do you prefer in making the choice?

- Share the decision with ___________

- Decide myself after hearing views of ___________

- Someone else decides ___________

Identify your decision making needs

Certainty
Do you feel sure about the best choice for you?  
- Yes  
- No

Knowledge
Do you know the benefits and risk of each option?  
- Yes  
- No

Values
Are you clear about which benefits and risks matter most to you?  
- Yes  
- No

Support
Do you have enough support and advice to make a choice?  
- Yes  
- No

Plan the next steps based on your needs

A. Certainty
If you feel unsure about the best choice for you:
- Working through the steps below may help.

B. Knowledge
If you need to know more:
- Find out more about the options and the chances of the benefits and risks.
- List your questions.
- List where to find the answers (e.g. library, care provider, counsellor).

C. Values
If you need to think about what matters most to you:
- Review the stars in the balance scale to see what matters most to you.
- Talk to others who have made the decision.
- Read stories of what mattered most to others.
- Discuss with others what mattered most to you.

D. Support
If you need support:
- Discuss your options with a trusted person (e.g. care provider, counsellor, family, friends).
- Find help to support your choice (e.g. funds, transport, child care).

If you feel pressure to make a certain choice:
- Focus on the views of others who matter most.
- You can share your guide with others.
- You can ask others to try this guide. See where you agree. If you disagree on facts, agree to get more facts. If you disagree on what matters most, consider each other’s view.
- Find a trusted person to help you and others involved.

Other ideas and plans: