

This can be useful if you want to weigh up the advantages and disadvantages of a particular job role option.

**Method**

1. Make a table with two columns – pros and cons (use as many rows as you need)

2. In the table write as many pros and cons of the role option as you can think of, placing each in the relevant column.

3. Add a weighting to each item (for example a score of 5 for something of major significance and 1 for minor significance).

4. Compare the total score between columns.

|  |  |
| --- | --- |
| Pros | Cons |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total: | Total |

Once you have completed this exercise, give some thought to the following questions:

* what did you notice when you were completing this exercise?
* what thoughts do you now have about the decision you are considering?
* what will you do next?