

# 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 ☐ Close to making a choice  
☐ Thinking about the options ☐ Already made a choice

## ② Explore your decision

	Reasons to Choose this Option (Benefits / Pros)	How much it matters Use 0 to 5 ★s	Reasons to Avoid this Option (Risks / Cons)	How much it matters Use 0 to 5 ★s
Option #1				
Option #2				
Option #3				

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?	<input type="checkbox"/> Share the decision with _____ <input type="checkbox"/> Decide myself after hearing views of _____ <input type="checkbox"/> Someone else decides _____

### 3 Identify your decision making needs

<b>Certainty</b>	Do you feel sure about the best choice for you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Knowledge</b>	Do you know the benefits and risk of each option?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Values</b>	Are you clear about which benefits and risks matter most to you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Support</b>	Do you have enough support and advice to make a choice?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 4 Plan the next steps based on your needs

#### ✓ Things you would like to try

<b>A. Certainty</b>	
If you feel unsure about the best choice for you:	<input type="checkbox"/> Working through the steps below may help.
<b>B. Knowledge</b>	
If you need to know more:	<input type="checkbox"/> Find out more about the options and the chances of the benefits and risks. <input type="checkbox"/> List your questions. <input type="checkbox"/> List where to find the answers (e.g. library, care provider, counsellor).
<b>C. Values</b>	
If you need to think about what matters most to you:	<input type="checkbox"/> Review the stars in the balance scale to see what matters most to you. <input type="checkbox"/> Talk to others who have made the decision. <input type="checkbox"/> Read stories of what mattered most to others. <input type="checkbox"/> Discuss with others what mattered most to you.
<b>D. Support</b>	
If you need support:	<input type="checkbox"/> Discuss your options with a trusted person (e.g. care provider, counsellor, family, friends). <input type="checkbox"/> Find help to support your choice (e.g. funds, transport, child care).
If you feel pressure to make a certain choice:	<input type="checkbox"/> Focus on the views of others who matter most. <input type="checkbox"/> You can share your guide with others. <input type="checkbox"/> 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. <input type="checkbox"/> Find a trusted person to help you and others involved.
Other ideas and plans:	