

## Bonus Worksheet!

### SELECTIVE SCREENING

---

When we need to make an important decision, we intuitively screen each option available and choose the one that fits us best. When we do this screening unconsciously, we sometimes unintentionally allow our process to be guided by unproductive factors (like fear or urgency). It's much better for us when we can take control of the process by making it conscious. We then become more selective in our screening and base our decisions on more productive points (like our vision, values, and goals).

To develop your "screen," ask yourself, What are the factors upon which I want to make my decision? List each factor and give it a numeric value - say, 10 points for each one. Do a quick mental analysis of what would have to be true for each factor to be scored at a 10 versus a 5 or a 1. You will have then created a scoring system to help you objectively evaluate each deciding factor. See the blank Selection Screen below for an example.

#### Selection Screen

Factor #1:

10 =                      5 =                      1 =

Factor #2:

10 =                      5 =                      1 =

Factor #3:

10 =                      5 =                      1 =

Factor #4:

10 =                      5 =                      1 =

Factor #5:

10 =                      5 =                      1 =

Factor #6:

10 =                      5 =                      1 =

Factor #7:

10 =                      5 =                      1 =

Factor #8:

10 =                      5 =                      1 =

Factor #9:

10 =                      5 =                      1 =

Factor #10:

10 =

5 =

1 =

TOTAL SCORE

AVERAGE SCORE

Once you have developed your selection screen, run each of the opportunities through the scoring system to see how each one fares. Compare the results and see what it tells you.

Here's an example of how this works. Let's say you want to buy a house. Among your deciding factors are things like:

- Location (10 = private neighborhood; 5 = neighborhood in town; 1 = city)
- Cost (10 = affordable; 5 = a stretch; 1 = too expensive)
- Size (10 = 4 bedrooms; 5 = 3 bedrooms; 1 = 2 bedrooms).

You can plug these things right into your selection screen.

**Factor #1:** Location  
(10 = private neighborhood; 5 = neighborhood in town; 1 = city)

**Factor #2:** Cost  
(10 = affordable; 5 = a stretch; 1 = too expensive)

**Factor #3:** Size  
(10 = 4 bedrooms; 5 = 3 bedrooms; 1 = 2 bedrooms)

TOTAL SCORE

AVERAGE SCORE

Now when you go out house shopping with your realtor, you can assess each house on your criteria and give it a score or a percentage. You might even make a decision ahead of time that you will automatically eliminate any houses that don't achieve an average score of at least 80%.

The selection screen works equally well for decisions about which people to hire, which jobs to take, or any other number of complex decisions that can be based on a number of factors, all of which are important to consider. What makes this process so valuable is that you pick the criteria. You decide what really counts. Ultimately, you will make the right decision based on what matters most to you.

Is objective criteria the only way to make a decision? Absolutely not. You will also want to weigh in on the decision with your emotional reaction and the input of other important people in your life. But your selection screen gives you a way of determining what's important before you start weighing the options. It also ensures you will remember these factors as you consider all of the opportunities and stay focused on ultimately finding exactly what you want.

## Exercise

Use the Selection Screen below to sketch the criteria for an important decision you have to make. Use it to score a few options. What does the scoring system tell you?

### Selection Screen

Factor #1:

10 =                      5 =                      1 =

Factor #2:

10 =                      5 =                      1 =

Factor #3:

10 =                      5 =                      1 =

Factor #4:

10 =                      5 =                      1 =

Factor #5:

10 =                      5 =                      1 =

Factor #6:

10 =                      5 =                      1 =

Factor #7:

10 =                      5 =                      1 =

Factor #8:

10 =                      5 =                      1 =

Factor #9:

10 =                      5 =                      1 =

Factor #10:

10 =                      5 =                      1 =

TOTAL SCORE

AVERAGE SCORE

## Observations