

MODIFIED BEN FRANKLIN LEDGER

What are the Pros and Cons of (Option #1) _____

as compared to (Option #2) _____?

PRO				CON			
VALUE	OPTION #1	VALUE	OPTION #2	VALUE	OPTION #1	VALUE	OPTION #2

Instructions:

1. Write down every reason in favor of (Pro) or against (Con) both options you are considering.
2. In the Value columns, give each Pro and each Con for each option a score of 1-10 based upon how important that Pro or Con is in making the decision.
3. Next, for each option, where you have a Pro and a Pro of equal value mark them both out. If you have a Pro that equals the sum of two or more Pros of the other option, mark all of them out. Use the same process to mark out the Cons of each option.
4. When you have marked out all of the Pros and all of the Cons that you can, the remaining Pros and Cons should give you an idea of which option you should choose.

*This decision tool is useful in deciding a “*Which*” type of decision comparing only two options. For decisions involving more than two options, the Criteria Table or Weighted Criteria Table should be used.