

## WEIGHTED CRITERIA TABLE

<u>CRITERIA</u>	<u>WEIGHT</u>	<u>OPTION #1</u>		<u>OPTION #2</u>		<u>OPTION #3</u>		<u>OPTION #4</u>	
		Score	Total	Score	Total	Score	Total	Score	Total
<b>Unweighted Total:</b>									
<b>WEIGHTED TOTAL:</b>									

**Instructions:** List all of the criteria (factors) you need to consider in making the decision in the Criteria column. Then, in the Weight column, score each criterion on a one-to-ten scale based upon its importance. Score each Option for each criteria. Multiply the score by the weight to get the total. Add the scores for each criterion for each Option to see how they compare. You can add additional Option columns to compare additional Options.