

# Ottawa Personal Decision Guide For People Facing Tough Health or Social Decisions

You will be guided through four steps: **1** **2** **3** **4**



## 1 Clarify your decision.

|   |   |   |  |
|---|---|---|--|
| What decision do you face?                    |   |   |  |
| What is your reason for making this decision? |   |   |  |
| When do you need to make a choice?            |   |   |  |
| How far along are you with making a choice?   | <input type="checkbox"/> I have not yet thought about options<br><input type="checkbox"/> I am thinking about the options | <input type="checkbox"/> I am close to making a choice<br><input type="checkbox"/> I have already made a choice |  |
| Are you leaning toward one option?            | <input type="checkbox"/> Yes<br>If yes, which one?  | <input type="checkbox"/> No   |  |

## 2 Explore your decision.



### Knowledge

List the options and main benefits and risks you already know. Underline the benefits and risks that you think are most likely to happen.



### Values

Use stars (★) to show how much each benefit and risk matters to you. 5 stars means that it matters "a lot". No star means "not at all".



### Certainty

Circle the option with the benefits that matter most to you and are most likely to happen. Avoid the option with the risks that are most important to avoid.



|           | 😊 <b>BENEFITS</b><br>Reasons to choose this option | How much it matters<br>Add ★ to<br>★★★★★ | ☹️ <b>RISKS</b><br>Reasons to avoid this option | How much it matters<br>Add ★ to<br>★★★★★ |
|-----------|--|--|---|--|
| Option #1 |  |  |   |  |
| Option #2 |  |  |   |  |
| Option #3 |  |  |   |  |

Which option do you prefer?  #1  #2  #3  Unsure



### Support

|  |  |  |  |
|--|--|--|--|
| Who else is involved?                          | Name:  | Name:  | Name:  |
| Which option does this person prefer?          |  |  |  |
| Is this person pressuring you?                 | <input type="checkbox"/> Yes <input type="checkbox"/> No   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How can this person support you?               |  |  |  |
| What role do you prefer in making your choice? | <input type="checkbox"/> I prefer to share the decision with _____<br><input type="checkbox"/> I prefer to decide myself after hearing the views of _____<br><input type="checkbox"/> I prefer that someone else decides. Who? _____ |  |  |



### 3 Identify your decision making needs.

|  |  |                              |                             |
|--|--|------------------------------|-----------------------------|
|  <b>Knowledge</b> | Do you know the benefits and risks 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 |
|  <b>Certainty</b> | Do you feel sure about the best choice for you?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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People who answer "No" to one or several questions are more likely to delay their decision, change their mind, feel regret about their choice or blame others for bad outcomes. Therefore, it is important to work through steps two  and four  that focus on your needs.

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

|  <b>Things making the decision difficult</b>   |  <b>Things you are willing to try</b>  |
|--|---|
|  <b>Knowledge</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> You feel you do NOT have enough facts</li> </ul>  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Find out about the chances of benefits and risks.</li> <li><input type="checkbox"/> List your questions</li> <li><input type="checkbox"/> List where to find the answers (e.g. library, health professionals, counsellors):</li> </ul>  |
|  <b>Values</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> You are NOT sure which benefits and risks matter most to you</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Review the stars in the balance scale to see what matters most to you.</li> <li><input type="checkbox"/> Find people who know what it is like to experience the benefits and risks.</li> <li><input type="checkbox"/> Talk to others who have made the decision.</li> <li><input type="checkbox"/> Read stories of what mattered most to others.</li> <li><input type="checkbox"/> Discuss with others what mattered most to you.</li> </ul>  |
|  <b>Support</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> You feel you do NOT have enough support</li> <li><input type="checkbox"/> You feel PRESSURE from others to make a specific choice</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss your options with a trusted person (e.g. health professional, counsellor, family, friends).</li> <li><input type="checkbox"/> Find out what help is on hand to support your choice (e.g. funds, transport, child care).</li> </ul>  |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Other factors making the decision DIFFICULT</li> </ul>   | <ul style="list-style-type: none"> <li><input type="checkbox"/> Focus on the opinions of others who matter most.</li> <li><input type="checkbox"/> Share your guide with others.</li> <li><input type="checkbox"/> Ask others to complete this guide. Find areas of agreement. When you disagree on facts, agree to get information. When you disagree on what matters most, respect the other's opinion. Take turns to listen, mirror back what the other has said matters most to him or her.</li> <li><input type="checkbox"/> Find a neutral person to help you and others involved.</li> </ul> <p>List anything else you need:</p> |