# OPPORTUNITY DECISION MAKING TEMPLATE

Before saying "YES" or "NO" to an opportunity–**PAUSE**!
Ask yourself these questions:

1. Name the opportunity.
2. How much time and energy is involved to complete it?
   a. What are the expectations?
   b. What is my role in this work?
   c. Who else is involved?
   d. What is the timeframe?
   e. What is the deadline?
3. Is this opportunity a NEED or a WANT? MUST I do it?
4. Why do I WANT or NEED to do it?
5. Who benefits?
   a. Personally: myself, my family, my home
   b. Professionally: my job, my career, my calling
   c. Community: neighbors, businesses, marginalized people, people in power, others?
6. Does this "YES" or "NO" help me show up in the world and live into who I am called to be?
7. Who/What am I saying "NO" to in order to say "YES" to this opportunity?
8. Is saying "YES" worth it?
9. Have I communicated my decision with the inquirer, my family, my work?
10. How do I plan to evaluate this decision in a week? Month? Year? Is it still the correct decision?

# OPPORTUNITY DECISION MAKING WORKSHEET

## Before saying "YES" or "NO" to an opportunity–**PAUSE**! Ask yourself these questions:

1. Name the opportunity:


2. How much time and energy is involved to complete it?
    a. What are the expectations?
    b. What is my role in this work?
    c. Who else is involved?
    d. What is the timeframe?
    e. What is the deadline?


3. Is this opportunity a NEED or a WANT? MUST I do it?


4. Why do I WANT or NEED to do it?


5. Who benefits? (circle all that apply)
    a. Personally: myself, my family, my home
    b. Professionally: my job, my career, my calling
    c. Community: neighbors, businesses, marginalized people, people in power
    d. Other:


6. Does this "YES" or "NO" help me show up in the world and live into who I am called to be?


7. Who/What am I saying "NO" to in order to say "YES" to this opportunity?


8. Is saying "YES" worth it?


9. Have I communicated my decision with the inquirer, my family, my work?


10. How do I plan to evaluate this decision in a week? Month? Year? Is it still the correct decision?