

Frame: The decision situation you are working through.



Values: What you want or don't want in the outcome.



Alternatives: Different ways you can address the situation.



Information: What you need to know and what is uncertain.



Reasoning: Identifying the alternative that best fits your values.



Commitment: Following through on your decisions.

A good decision makes sense and feels right.

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Conversations for CLARITY

- Instructional Kit -

A Proven Framework For
Making Better Decisions

Instructions ●
Completed Example ●
Conversations for Clarity Tool ●

Conversations for Clarity structures a dialogue exchange to capture responses and promote progress toward quality decisions.



DECISION SITUATION

CLARITY

ACTION

The following guide supports individuals in making quality decisions. This could include:

- A young person working with an educator
- An individual collecting their thoughts before making a decision
- A team engaging on an important issue

An effective process can be adapted to support dialogue or discovery.

INSTRUCTIONS:

Step ① ENTRY

Two broad questions launch the conversation in a natural manner.

- What do I want to achieve?
- Why is that challenging?

Capture initial thoughts about the purpose of the decision and what makes it hard. Then use these thoughts as building blocks to better understand the frame and values involved.

Step ② FRAME AND VALUES

To use notes captured in Step 1 to clarify the decision's frame and values, open the tri-fold and fold the front in to easily reference this information. Covering alternatives/information focuses the conversation on framing and values first.

- Clarify the decisions, individuals involved, and timeframe (frame).
- Capture details of what the decision-maker wants and doesn't want (values) as a result of the decision.

Step ③ ALTERNATIVES AND INFORMATION

Once the frame and values have a solid start, folding out reveals the sections for capturing creative alternatives and useful information.

Work between the different elements in a way that supports a natural conversation. Brainstorm possible actions based on the alternatives that are already apparent and stretching to unseen solutions. Capture information that exists or is needed and test how reliable that information may be.

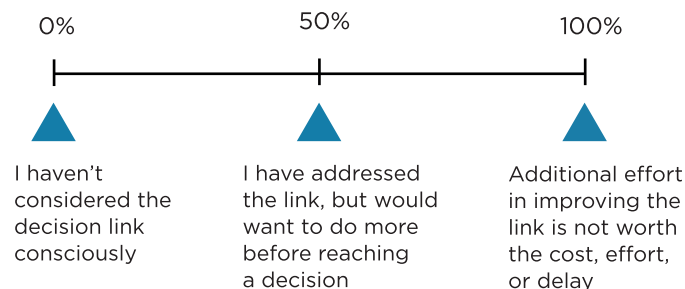
A tool in the alternatives section prompts exploring and can be filled in with values that might be acting as constraints.

- For example, what would you do if time, or money, or some other consideration would not hold you back?

Step ④ EVALUATE

Fold in the right side to focus on evaluation and commitment. The links of the decision chain are laid out so that they can be rated according to their current strength.

This scale can be applied:



Further information regarding each of the decision chain elements can be found at:
decisioneducation.org/decision-chain-framework

Step ⑤ TEST AND COMMIT

Test for Decision Fitness and Readiness to Commit



Does the decision make sense and feel right?

No
(No Clarity/
Weak Chain)

ITERATE
• Investigate further
• Focus on weakest links

Yes
(Clarity/
Strong Chain)

DECIDE
and
MOVE
TO ACTION

Clarity and readiness to move forward is based on the strength of the links of the decision chain and an appropriate balance of head(reason) and heart (emotion). A good decision will have strong links in the decision chain, make sense, and feel right.

Step ⑥ IDENTIFY NEXT STEPS

The endpoint may not be the final decision, but at least the decision maker will have a better direction.

Share your experiences, comments or suggestions:
decisioneducation.org/conversations-for-clarity