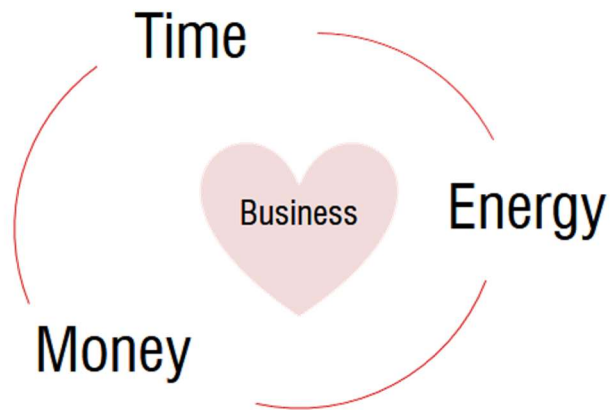# Cost vs Benefit

Use this simple tool to plot out the costs of an activity and measure it against the benefits.

- Rather than being put off by having to come up with exact figures, use scoring:

Score
High	= 3
Medium	= 2
Low	= 1

- Remember, costs can be intangible

- The main types of costs are:

Cost	Score	Benefits	Score

Total:

_____   _____

- List all the costs and benefits

- Allocate a score

- Add them up at the end

- If the cost is more than the benefit, it's OK to say 'no', but trust your instincts, apply a 'sense test' (does it make sense) before deciding

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