



Clear Group Choice

DECISION MAKING · TWO COLUMNS

Aisha is scheduled to work from 5:00 to 8:00 on Thursday, and her history group planned to finish slides at 4:30. The project is due Friday. Aisha has the data chart that the group needs for the last slide. She can either join the first part of the meeting before her shift or send the chart now and revise speaker notes after work. Her group chat already has two different plans, so a vague reply will slow everyone down. Aisha needs to make the call and send one clear message by lunch.

Sort each message detail by whether it works for Aisha's clear reply.

WORKS	DOESN'T WORK

- 1. States which plan Aisha is choosing for today
- 2. Gives the exact part Aisha will finish
- 3. Includes a time when the chart will be shared
- 4. Says Aisha will try to help later with no time named
- 5. Mentions the work shift but not what Aisha can finish
- 6. Changes the plan after the meeting has already started

Think about it: Why does naming a time and a task make a group decision easier?