

"Wisdom is knowing what to do next, skill is knowing how to do it and virtue is doing it" (David Star Jordan).

We make thousands of decisions a day. Making a choice is easy. Choosing well takes knowledge and skill. You have many decision-making examples in daily life such as deciding what to wear, what to eat for lunch, what task to do next, choosing which book to read, etc. Decision making is an ongoing process in every aspect of life, large or small. The ability to make a decision and stick to it is the cornerstone of good leadership skills. Having critical thinking skills allows one to ascertain the problem and come up with a suitable and beneficial solution. Before taking a step, we must try to see where possible potholes are. This won't just make us stronger moving forward. It will also give us more determination and awareness about what we are deciding.

The decision-making tools help you to map out all the possible alternatives to your decision, its chances of success or failure. So to make a decision, you must first identify the problem you need to solve or the question you need to answer. What also prevents effective decision-making is when you do not have enough information about your decision. In this case you are making a decision without any basis.

**Choose the correct answer.**

1. We make ----- a day.  
a. thousands of decisions    b. a few decisions  
c. no decision    d. 100 decisions
2. Deciding what to wear is an example of ----- decisions.  
a. weekly    b. once in a lifetime  
c. daily    d. yearly
3. ----- is important to ascertain problems.  
a. Choosing well    b. Decision making    c. Leadership skill    d. Critical thinking
4. To make a decision, you first need to -----.  
a. forget about the alternatives to your decision  
b. identify the problem you need to solve  
c. make the right decision  
d. have enough time
5. What prevents effective decision-making is when -----.  
a. you don't have enough information about your decision  
b. you don't have enough time  
c. you collaborate with your family and friends

Sam walked into a cake shop, after he'd finished his work, to buy his daughter a birthday cake. It was about four o'clock and the store usually closes at five. So he should make his mind quickly and decide what he should buy. Sam asked himself "Which one should I choose?"

He began wandering in the shop watching the various kinds of cakes which were kept in the refrigerators around. The cakes looked very delicious and tasty so it was difficult for Sam to choose. Time was passing but in vain. Sam couldn't decide yet, when he heard the chef saying "Come on. Hurry up, please, we are about to close the store."

"No, wait please, I should choose the most suitable and delicious cake." Sam said **sorrowfully**. Sam's eyes kept moving from one refrigerator to another, but all of the **options** looked so good and he couldn't make a decision yet. "Try to be quick Man, make up your mind, we have to close," the **impatient** chef said. Suddenly, the chef had enough and asked Sam to leave immediately. Sam walked out of the shop empty-handed feeling depressed and frustrated. He wanted them all, but ended up with nothing because he couldn't choose any.

Think of what happened to Sam. It's just that we're all Sam and the world is that cake shop. We have extremely large numbers of options available to us, but if we don't make a decision about our career, education, relationships, investments, or other important issues, we end up empty-handed. Sometimes we worry about making the wrong decision. What if we regret the direction that we take and it's too late to go back? The real danger is that we make no decision at all and end up going nowhere and doing nothing.

**Decide if these sentences are True /T/ or False /F/ and correct the wrong ones.**

6. The cakes looked tasty.
7. The chef was annoyed and angry with Sam.
8. Sam didn't buy a cake.
9. We only have a few options available to us.
10. The real danger is when we make a wrong decision.

d. you have enough information about your decision

**Choose the correct answer.**

11. Tina and Shelly ----- to the hotel when it -----  
----- to rain.  
a. was walking – was starting  
b. walked – started  
c. were walking – was starting  
d. were walking – started
12. When Donny ----- the room, everyone -----  
----.  
a. entered – was talking  
b. was entering – was talking  
c. entered – were talking  
d. was entering – were talking
13. I ----- in the sales department when I first -----  
----- Sofie.  
a. worked – met  
b. was working – was meeting  
c. was working – meet  
d. was working – met
14. My brother ----- the computer while I -----  
-- for my trip.  
a. used – packed  
b. was using – was packing  
c. used – packed  
d. used – was packing
15. I lost my keys while I ----- to school.  
a. walked b. walk c. am walking d. was walking
16. He ----- an e-mail when the phone rang.  
a. wrote b. was writing c. writes d. is writing
17. I ----- dinner while Melanie was working upstairs.  
a. was preparing b. were preparing c. am preparing d. prepare
18. Omar ----- TV when his mother entered the room.  
a. was watching b. watched c. watches d. is watching

19. Health officials have tried to raise -----.  
a. aware b. awareness c. priority d. allowance
20. The club's ----- is to win the League.  
a. outline b. collaborate c. priority d. awareness

21. A: -----?  
B: He **was writing an e-mail** when the phone rang.
22. A: -----?  
B: I played **football** last Monday.
23. A: -----?  
B: I was taking a shower **yesterday morning**.
24. A: -----?  
B: I had **eggs** for breakfast.