



Deadline Order

TIME MANAGEMENT · RANK THE FOUR

Caleb agreed to edit the final slides for his group's science presentation tonight. The presentation is tomorrow, and the shared file still has two missing source notes. He needs about fifteen minutes to fix them, if the group confirms the sources quickly. His group chat shows one teammate thought Caleb was bringing printed notes instead. The library closes in forty minutes, and the printer near his apartment has been unreliable. Caleb has one hour before practice, so the order of his next steps matters.

Rank the four actions from first to last by what Caleb should do soonest.

☐

Start the math review sheet and return to the science work after practice.

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Send a short group message confirming the printing plan and the two missing source notes.

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Use the library printer for the presentation notes before it closes.

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Edit the slides by adding the missing source notes in the shared file.

Think about it: Why can a short confirmation message save time when a deadline is close?
