



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.
- ☐ Send a short group message confirming the printing plan and the two missing source notes.
- ☐ Use the library printer for the presentation notes before it closes.
- ☐ Edit the slides by adding the missing source notes in the shared file.

Recommended order:

1. Send a short group message confirming the printing plan and the two missing source notes.
2. Edit the slides by adding the missing source notes in the shared file.
3. Use the library printer for the presentation notes before it closes.
4. Start the math review sheet and return to the science work after practice.

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

TEACHER NOTE

Recommended order: 2, 4, 3, 1. Caleb should first send the message, because the group needs to clear up the printing mix-up and confirm the sources. Then he should edit the slides, use the library printer before it closes, and save the math review sheet for the remaining time or after practice.

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