

Long Print Run

TIME MANAGEMENT · RANK THE FOUR

Gideon is clearing the bindery counter while the production printer keeps running a long set of stapled training manuals. The work order was planned to finish during his shift, based on the usual pages-per-minute estimate. The pages have heavy ink coverage, and the machine pauses between stacks while the fuser cools. The second paper tray is already half empty, and the output stacker is filling unevenly. The next worker will need a clean handoff if the run carries past the planned stop. Gideon still has to close out his area, return extra paper, and note what remains unfinished.

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

- [ ] Tell the supervisor or next worker the run is behind the estimate and give the latest page count.
- [ ] Check the printer display, paper trays, toner level, and output stacker so the status is accurate.
- [ ] Write a handoff note with the job name, copies finished, supplies loaded, and the next step.
- [ ] Return extra paper and straighten the bindery counter after the run is set up to continue.

Think about it: What information makes a handoff useful when a job runs longer than planned?