



Cabinet Closeout

TIME MANAGEMENT · RANK THE FOUR

Mabel is closing a clinic placement supply cabinet after the shelves were rearranged into clear bins and rolling drawer carts. The room is already in use again, and the front counter asked for ten tray packs for tomorrow's first appointments. While matching the reorder cards, she finds several small gauze sleeves placed with the larger sleeves in the new middle drawer. Two tray packs on the cart may already have the wrong size, and the supervisor is finishing the day's handover nearby. The cabinet map was updated this afternoon, but the empty sleeve box still sits beside the old shelf space. Leaving it as a note only would make the morning crew open packs that should stay sealed.

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

- ☐ Correct the cabinet bins by moving the gauze sleeves to the proper size sections and setting uncertain packs aside.
- ☐ Tell the supervisor that wrong-size gauze may be in two tray packs needed for the first appointments.
- ☐ Write a carryover note naming the two tray packs that still need verification in the morning.
- ☐ Return the step stool and empty sleeve box to their storage spots.

Think about it: Which action keeps the morning crew from opening sealed packs later, and why?
