



Priority Check

PROBLEM SOLVING · WHAT'S MISSING

Bella is working in an auto service bay near the end of her shift. She has about 35 minutes to finish checking a work order for a vehicle due soon. The front desk also asks her to pull parts for the first job tomorrow. Earlier, the supervisor said the vehicle handoff matters, but the parts cart helps the morning crew. Both tasks are useful, and Bella wants to avoid guessing about the priority.

Name the missing step in the process.

1. List the two tasks and the time each one needs.
2. Follow the answer and tell the front desk what will be done next.
3. Write a short handoff note if any task is not finished.

Think about it: Why can a quick priority check save time when two useful tasks compete for the same work period?