



Application Checkout Crunch

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Josie pulls the blue magnet from Friday's square on the counseling office wall calendar, then notices the application deadline circled there. The packet in her folder still needs a counselor signature, one copied form, and a sealed transcript request before it can leave the office. Her group also sent her back with the media kit, because the checkout cabinet gets locked when the front desk closes. The office aide can copy the form now, but the counselor is signing bus passes at the counter in the same few minutes. Josie has to decide whether the whole list fits, or whether one item should be carried over with a clear note.

Add the estimates and decide whether Josie's list fits in 24 minutes.

TASK	MINUTES
Wait for the counselor signature at the counter	
Have the office aide copy the required form	
Fill out the transcript request envelope and place it with the packet	
Return the media kit to the checkout cabinet	
Write a clear carry-over note for any unfinished item	

Time available: 24 minutes

Think about it: Which item would be hardest to carry over after the office closes, and what makes it harder than the others?