



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	8
Have the office aide copy the required form	5
Fill out the transcript request envelope and place it with the packet	7
Return the media kit to the checkout cabinet	6
Write a clear carry-over note for any unfinished item	4

Time available: 24 minutes

Answer: 30 minutes — they do not fit

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

TEACHER NOTE

The estimates total 30 minutes, so the list does not fit in 24 minutes. A strong response states that Josie is 6 minutes over and points to a practical carry-over choice. If students suggest a next move, look for a reason tied to the locked cabinet or the application packet rather than a vague preference.

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