



Office Slip Fix

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Casey stands at the school office window with a stack of lunch count slips. The office helper points to the top slip and taps the wrong date stamp. The stamp shows Friday, but today's bundle goes out Thursday. The delivery basket already sits by the window, ready for student messengers. Casey can fix the bundle, but the next pickup starts in 18 minutes. The helper lists each job and asks Casey to check the time.

Add the minutes and decide whether Casey can finish all the jobs in time.

TASK	MINUTES
Pull the wrong date slip from the bundle	
Get a clean slip from the office tray	
Copy the lunch count onto the clean slip	
Restamp the slip and place it in the bundle	
Walk the bundle to the delivery basket	

Time available: 18 minutes

Think about it: What would change if Casey checked the date stamp earlier?