



Locker Clean Out

WORK HABITS · WHAT'S MISSING

Lana is pulling old folders from her locker while the shelf liner curls loose. The office aide said reusable binders should go in the gray supply crate. Her homeroom teacher told the clean-out group to leave binders on the floor. Both instructions sounded official, which is how small messes become bigger messes. A stack of three-ring binders is already blocking the open locker door. Lana wants the clean-out finished without making someone redo the sorting later.

Name the important step missing from the process.

1. Sort obvious trash from supplies and clear the locker shelf.
2. Put the reusable binders in the confirmed place.
3. Wipe the shelf, check the bottom corners, and close the locker.

Think about it: What would change if Lana moved the binders before checking the instruction?
