



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.

Answer: Ask the office aide or homeroom teacher to confirm one place for reusable binders. (goes after step 1)

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

TEACHER NOTE

The missing step is to ask the office aide or homeroom teacher to confirm where reusable binders go before moving them. This matters because Lana has two different instructions, and acting on one without checking could create extra work. A strong response names the need to clarify the instruction, not just to choose one place.

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