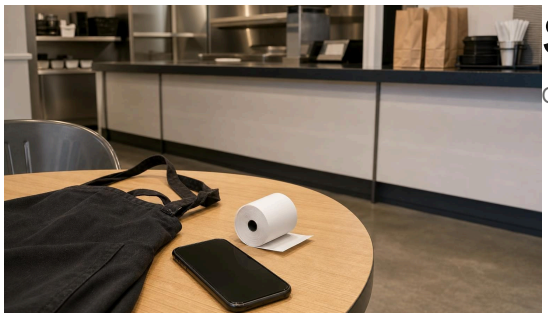


Schedule Order Check

COMMUNICATION · ONE LINE

Maddox opens the sandwich shop's scheduling app and finds his after-school shift split into small task blocks under the store map. The shift lead posted a note saying the list should match the order the tasks need to happen. The first block says to wipe the pickup counter, but curbside bagging starts there as soon as the rush begins. A later block says to load receipt paper, which the register needs before pickup labels can print. If Maddox follows the list as posted, the counter may look finished while labels stall at the printer. He needs one clear sentence to the shift lead before changing the order in the schedule.

> **Write the exact sentence Maddox should send.**

Maddox needs to tell his shift lead that the online schedule's task list is out of working order and ask whether to move the receipt paper task first.

- the task that is out of order
- the practical reason it matters
- a clear next step or confirmation question

Think about it: What makes the shift lead able to act on Maddox's message quickly?