

Mixed Book Fair Supplies

TIME MANAGEMENT · RANK THE FOUR

Zane slides a stack of joke books across the book fair table. Sticker bookmarks belong in a cup beside the flyer pile. A box of erasers sits there instead, by the cash tray. Extra pencils and erasers belong at the far end. The class helper says the next group needs bookmarks with each sale. Zane can fix the mix-up or keep straightening books.

Rank the actions from first to last by what Zane should do soonest.

- [ ] Straighten the joke book stack so the covers face the same way.
- [ ] Move the eraser box to the far end with the other supplies.
- [ ] Check the nearby book fair bin for the missing bookmark cup.
- [ ] Place the bookmark cup beside the flyer pile for the first sales.

Think about it: Which action would be hardest to do once the next group starts sales, and why?