



Locker Overflow

WORK HABITS · WHAT'S MISSING

Jamal is halfway through cleaning a row of athletic lockers during locker clean-out. The custodian said to clear trash, save usable supplies, and keep the aisle open. Behind one dented door, Jamal finds a stack of blank notebooks and folders. There are many more than the small box the custodian left can hold. A few folders have faded stickers, but no names are readable. Jamal starts a process so the extra supplies do not become another pile.

Name the missing step in the process.

1. Separate trash from supplies that can still be used.
2. Move the reusable supplies to the correct spot without blocking the aisle.
3. Return tools and report that the row is cleared.

Think about it: What would likely go wrong if the extra supplies were moved without checking the location first?
