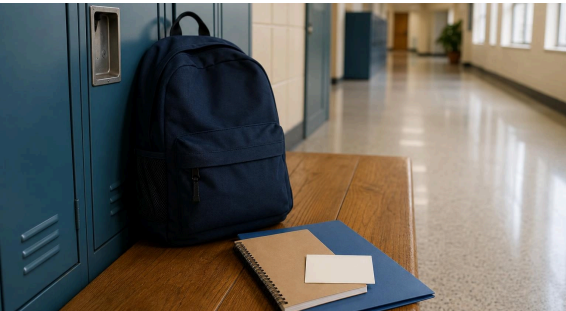




First Bell Plan

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Helena reaches school at 7:40, thirty minutes before the first bell for advisory. Her math class has a short quiz first period, so her notebook needs the review page. She also promised her group she would bring the project folder before advisory starts. The office announced that new bus passes can be picked up only before first period today. Her backpack is full, and the hallway outside her locker gets crowded after 8:00. She needs a quick plan before choosing which errand to do first.

Add the estimated minutes and decide whether all of Helena's tasks fit before the first bell.

TASK	MINUTES
Walk to the locker, swap books, and repack the backpack	
Review the math quiz page	
Drop the project folder in the science room	
Pick up the bus pass at the office	
Walk to advisory and take a seat	

Time available: 30 minutes

Think about it: Why can adding short tasks before starting prevent a late arrival?