

Book Fair Close

TIME MANAGEMENT · RANK THE FOUR

Lucia straightens paperback stacks at the book fair table. A rubber dinosaur clip marks the hold-book pile near the cash box. Her helper thinks Lucia already counted the hold books. Lucia thinks the helper counted them and set the basket ready. Two flagged books still sit beside a loose bookmark cup. The media clerk wants clear piles for the next crew.

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

- [ ] Put the dragon bookmarks back in the prize bowl.
- [ ] Ask the helper to check who has finished the hold shelf count.
- [ ] Count the flagged hold books and place them in the hold basket.
- [ ] Straighten the display books at the front of the table.

Think about it: What could go wrong at the book fair table when both helpers assume one task is finished?