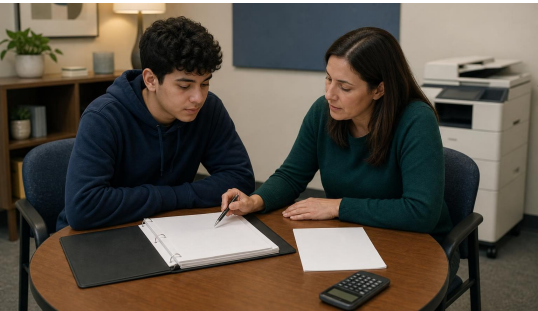




Missing Packet Plan

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Kayla unzips her binder at the tutoring center's small round table and finds the algebra packet slot empty. The tutor had planned to use those problems to check which skills should get the first review. Kayla still has her graded quiz, a blank practice sheet, and a folder with notes from class. The front desk keeps spare copies, but the copier sits across the center near the sign-in binder. Her appointment block is thirty minutes, and the tutor said the last five minutes should be used for a plan. Kayla needs to decide whether every useful step can fit, instead of filling the session with searching.

Add the minutes, decide whether all tasks fit, and choose one task Kayla should shorten or move.

TASK	MINUTES
Ask the front desk for a spare packet	
Collect or copy the packet	
Match quiz misses to packet topics	
Work through three priority problems with the tutor	
Write a short practice plan for the next session	

Time available: 30 minutes

Think about it: Which task is easiest to shorten without losing the main purpose of the appointment?
