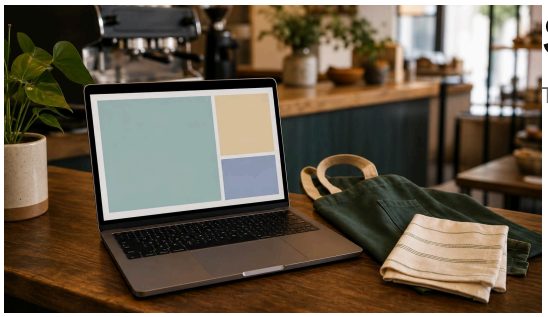


Schedule Closeout

TIME MANAGEMENT · RANK THE FOUR

Zara clicks through the online café schedule after it posts with orange boxes for open coverage and gray boxes for locked shifts. The manager added, “close Friday carryover,” beside the prep station task, but the note does not say whether it means tonight or Monday. Nobody in the crew thread asked about it, and two people have already marked their shifts complete. If Zara guesses wrong, one task could be left for the wrong crew or copied twice into the next schedule. The schedule locks after the manager approves edits, so the safest move depends on what gets clarified first.

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

- [ ] Update the schedule only after the answer is clear, including who owns the carryover task.
- [ ] Ask the manager what “close Friday carryover” means before changing any shift or task assignment.
- [ ] Note the exact unclear wording and which task tile it affects, so the question is specific.
- [ ] Leave the task unassigned and let the next crew sort it out when they check the schedule.

Think about it: What would change if Zara edited the schedule before asking what the note meant?