



Break Room Schedule

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Ellis pulls the pushpin from the break room schedule and sees Tuesday's closing cashier copied into Wednesday's grill line by mistake. The paper hangs above the time clock, beside the clean apron hooks and a stack of unused request forms. The lunch shift starts soon, and the supervisor already told the crew not to crowd the counter during the first rush. Ellis can either leave the posted schedule unchanged and call the supervisor from the back hallway first, or start rewriting the station assignments before getting confirmation. The mistake matters because one worker may prep the wrong station if nobody checks the update before clocking in. There are thirty usable minutes before Ellis must be on the register for the next assigned block.

Add the minutes, decide whether the tasks fit, and choose which option Ellis should take first.

TASK	MINUTES
Check the posted schedule against the latest shift change note	
Call the supervisor and explain the copied line before changing the posted schedule	
If the supervisor confirms the correction, rewrite the station assignments neatly enough to post	
Tell the first arriving crew member to check with the supervisor before starting station prep	
After supervisor confirmation, re-pin the corrected schedule and move the old copy out of view	

Time available: 30 minutes

Think about it: What would change if the wrong schedule stayed pinned while Ellis rewrote a clean copy?
