



Before Homeroom

TIME MANAGEMENT · HOW LONG WILL IT TAKE

Alma reaches school 30 minutes before homeroom, with three assignments and club materials in her backpack. Her science teacher already said the lab sheet should be turned in before first period. The club advisor expects the poster supplies at the activity room before announcements start. Alma also needs to check the weekly schedule posted outside the main office. She has not opened her planner yet, so the first step must be realistic.

Add the estimates and decide whether all tasks fit in Alma's 30 minutes.

TASK	MINUTES
Open planner, list the three required stops, and choose a route through the building	
Turn in the science lab sheet at the science room	
Drop poster supplies at the activity room and place them on the supply table	
Check the weekly schedule outside the main office	
Get to homeroom, put away backpack, and be seated before the bell	

Time available: 30 minutes

Think about it: Why can adding time estimates before starting prevent a late arrival?