



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	8
Turn in the science lab sheet at the science room	5
Drop poster supplies at the activity room and place them on the supply table	9
Check the weekly schedule outside the main office	6
Get to homeroom, put away backpack, and be seated before the bell	7

Time available: 30 minutes

Answer: 35 minutes — they do not fit

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

TEACHER NOTE

The estimates total 35 minutes, so the tasks do not all fit into 30 minutes. A strong response should state that Alma needs to remove, shorten, or move at least one task. Students may suggest dropping supplies first or checking the schedule later, as long as the total plan fits.

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