



Tutoring Center Checkout

TIME MANAGEMENT · RANK THE FOUR

Jamie snaps the dry-erase marker cap onto the tutoring table tray after working through the last chemistry problem. The tutor said the corrected worksheet should go into the subject folder, and Jamie said the updated practice set would be copied. At the checkout desk, the folder is still open, but the copier tray holds no new sheets. The tutor is helping another student near the row of privacy dividers, so Jamie starts packing the calculator and notes. If Jamie leaves now, the next appointment may use the old practice set or miss the corrected worksheet. The front desk staff can file materials, but they need clear instructions about which packet is finished and which one still needs copying.

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

- ☐ Pack the calculator and notes, then leave the materials on the checkout desk for staff to sort.
- ☐ Ask the tutor one direct question about who is filing the corrected worksheet and who is copying the practice set.
- ☐ Put the corrected worksheet in the subject folder once the filing step is confirmed.
- ☐ Tell the front desk exactly which packet is finished and which still needs copying before leaving.

Think about it: What would change if Jamie packed up without confirming who was handling each material?