Before the Shift

PROBLEM SOLVING · WHAT'S MISSING

Ramona has forty minutes before she leaves for a four-hour shift. Her group project is due tomorrow, and the slide deck still has gaps. Earlier, her group agreed that Ramona would add the sources and check the order. One group member has since changed two slides, so Ramona is not sure which section is now most urgent. She could start fixing the source list, or she could first make sure the group agrees on the next move. Either choice could help, but one missing step could prevent wasted work.

> **Name the missing step in Ramona's process.**

1. Review the slide deck and list what is finished, unclear, and still missing.
2. Work on the part that blocks the rest of the group first.
3. Do one final check after the shift for sources, order, and missing slides.

Think about it: Why can a short update prevent wasted work when a group plan has changed?