

# Crowded Sign-Up Sheet

TIME MANAGEMENT · RANK THE FOUR

Gustavo stops at the counselor's door after the course-request meeting, where the appointment clipboard hangs from a blue lanyard. The sheet was supposed to cover one week, but an extra page has been clipped behind it. Several students added names in the margins, so the lunch slots and after-school slots no longer line up cleanly. Gustavo needs a meeting about a schedule conflict, and his coach already expects him at practice on Wednesday. The office aide says the counselor will honor clear entries first, then use the waitlist if every real slot is full. A pencil sits beside the clipboard, and two blank-looking spaces are squeezed between crossed-out appointment times.

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

- [ ] Write his name in the first blank-looking space, even if it sits between crossed-out appointment times.
- [ ] Check both pages for open slots, crossed-out times, and any note that shows which rows are official.
- [ ] Choose one official open slot that does not conflict with practice, and write his name once in that row.
- [ ] If every workable slot is full, add his name to the waitlist line and ask the office when more slots will be posted.

**Recommended order:**

1. Check both pages for open slots, crossed-out times, and any note that shows which rows are official.
2. Choose one official open slot that does not conflict with practice, and write his name once in that row.
3. If every workable slot is full, add his name to the waitlist line and ask the office when more slots

will be posted.

4. Write his name in the first blank-looking space, even if it sits between crossed-out appointment times.

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Think about it: What makes an entry on a crowded sign-up sheet easy for the office to use?

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TEACHER NOTE

The recommended order is to check both pages first, choose an official open slot next, use the waitlist if no workable slot is open, and avoid the squeezed blank space last. The first step matters because extra names and crossed-out times make the sheet easy to misread. A strong response keeps Gustavo from creating a duplicate or unclear entry.

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