# TO DO

**The following is a list of tasks that you must complete by the end of your shift at the clothing shop. Each task has an estimated amount of time that it will take to complete. You are working for a total of four hours. Pay close attention to the description of each task. Order these tasks so they can all be accomplished.**

## To Do List:

| Task | Time It Will Take |
|---|---|
| ☐ Vacuum. This must be done at the end of the shift, just after the store closes. | (45 minutes) |
| ☐ Clean mirrors. This must be done just before the vacuuming. | (20 minutes) |
| ☐ Record items moved from stock to shelves. | (50 minutes) |
| ☐ Wipe down counters with damp cloth. This must be done at the end of the shift. | (15 minutes) |
| ☐ Empty dressing rooms and put clothes back on hangers. This must be done throughout the shift, not necessarily for 45 consecutive minutes. | (45 minutes) |
| ☐ Water plants. | (10 minutes) |
| ☐ Create signs for a big sale. | (45 minutes) |
| ☐ Refold clothes on shelves. This must be done throughout the shift and at the end, not necessarily for 45 consecutive minutes. | (45 minutes) |

How will I get these tasks completed?

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