



There are a lot of things to do tomorrow. How can we get them all done in one day?  
Six people work here. You have to plan who does what.



**TRACK BOTTOMS**

Cutting:	2 hours
Tacking:	3 hours
Machining	2 hours

**POLO SHIRTS**

Cutting bodies:	2 hours
Cutting collars and sleeves:	2 hours
Tacking bodies:	2 hours
Tacking collars and sleeves and tacking shirt together:	3 hours
Machining:	3 hours

**OTHER JOBS**

Deliveries to retail outlets:	4 hours
Deliveries to private clients:	4 hours
Tidying stock cupboard:	2 hours
Answering letters:	3 hours

Use the job sheet to make a clear notice. It must show what everyone will do tomorrow.

Write down any decisions you made to help you plan the job.

## Fashion entrepreneur: job sheet

Date.....

	8 o'clock	9 o'clock	10 o'clock	11 o'clock	12 o'clock	1 o'clock	2 o'clock	3 o'clock	4 o'clock	5 o'clock	6 o'clock	NOTES
Jane												
Darren												
Susan												
Ramesh												
Karl												
Parminda												