

Completing processes **without wasting time** is important at work.

It often means working out the best order to do things in. **This is called logistics.**



How quickly can you make a cup of tea?

You have to make a cup of tea for your 4 friends.

Use all the cards except the grey one.

What is the shortest time it will take you?



Your friends enjoyed that cup so much, they ask you to make another.

Oh dear – the cups are dirty and will need washing up!

This time, use all the cards including the grey card.



What is the **shortest time** it could take to serve up **4 fresh cups of tea?**

getting there