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.

OTHER JOBS

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

TRACK BOTTOMS

|  |  |
| --- | --- |
| Cutting: | 2 hours |
| Tacking: | 3 hours |
| Machining | 2 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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | |

Date...................................................................