

# Planning Ahead Gets You to Work on Time

## Pre-reading

### Questions:

- Is it hard for you to get to work on time?
- What are some things you can do to make it easier to get to work on time?

### Definitions:

- Receptionist – office worker who greets people and answers the telephone.
- Prepare – to get ready, to plan or do ahead.
- Impression – what you think of someone or something.



## Reading

16 The secret to getting to work on time is planning. Mary Davis is a single mother.  
33 She works as a receptionist at a Health Center. Mary is always on time for work and  
37 likes to be early.

51 Each night, Mary plans ahead and prepares for the next day. When she is  
51 prepared for the next day, it is easier to get to work on time.

65 Every night Mary has her children lay out their school clothes for the next day.  
80 She also lays out her work clothes. Mary also makes lunches for the next day.

95 Before she goes to bed, she sets the table for breakfast and plans what she is  
111 making for breakfast to save time in the morning.

120 In the morning, she gets up before her children. She gets dressed and makes  
134 breakfast. The children wake up easier when Mom is ready for the day.

147 Mary gets her children on the school bus and then drives to work. Mary always  
162 plans to be at work fifteen minutes early. Mary knows that getting to work early  
177 makes a good impression on your boss.

184 Mary has learned that planning makes it easier for her to get to work on time.

## Understanding

1. How early does Mary plan to get to work? \_\_\_\_\_  
\_\_\_\_\_
2. What are two things Mary does at night to save time in the morning? \_\_\_\_\_  
\_\_\_\_\_
3. Where does Mary work? \_\_\_\_\_
4. What has Mary learned? \_\_\_\_\_  
\_\_\_\_\_
5. What does prepare mean? \_\_\_\_\_  
\_\_\_\_\_

## Writing

Choice A: What are some things you do ahead so you can get to work on time?

Choice B: In your own words, summarize what you learned about planning ahead so you can get to work on time.

---

---

---

---

---

---

---

---

---

---