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

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

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

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

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

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

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

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.

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