

Sequencing

Example: When I arrive at work in the morning, I go to my desk and get a cup of coffee. Then, I sit down and I check my email. After that, I make copies and I talk to my boss. Normally, we have a meeting each morning as well. After the meeting, we begin working and making phone calls. At 12:30 I eat lunch with my colleagues and then we return to the office and keep working until 5pm.

What do you do each day?

Write an email setting up an appointment for next week.
