

Organisational Skills

Student Name: _____

Task: You are a Quality manager at 'Emirates Airlines'.
organize your day.

E-mail about quality inspection next week

Hold meeting for safety guidelines for flight coming at 2:00pm.

Buy medicines for family member

Make PPT on quality control and send with inspection E-mail

Have health lunch

Take a round to inspect the quality of lunch on flight.

Call a friend to inform about weekend plans

Get things Done!

DATE
27/05/21

MY DAY

8:00	_____
9:00	_____
10:00	_____
11:00	_____
12:00	_____
1:00	_____
2:00	_____
3:00	_____
4:00	_____
5:00	_____
6:00	_____

PERSONAL

IMPORTANT TASK