

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



LIVEWORKSHEETS