



**Прочитай мінімум 5 разів та спробуй зрозуміти різницю між «факт з минулого (хай то минуле було 5 хв тому) та «це зроблено і ми можемо поставити галочку та відчути результат».**

### **OFFICE CHECKLIST**

- ✓ I have already sent an email with the updates to my boss.
- ✓ Sarah has just written a report about last month's sales. She has worked on the report, and James and Olivia have called a client to confirm an order.
- ✓ The phone has rung many times.
- ✓ Michael has answered it and has helped a customer with their problem.
- ✓ I have taken notes, and we all have discussed the project for the upcoming event.
- ✓ Emily has already checked her calendar and has scheduled a meeting for next week.
- ✓ Jack has explained the problem with the new software to the manager, and he has offered a solution to fix it.
- ✓ I have organized a file while.
- ✓ Sophia has prepared the presentation for the team.
- ✓ We have shared our screens and have joined the discussion to finalize the details.
- ✓ I have reviewed the report and have updated the document with the latest information.
- ✓ Sarah has already printed the document and has sent an invitation for the company's annual event.
- ✓ Michael has confirmed the details of a delivery, and we have planned the event with the team.
- ✓ I have checked the details of my tasks and have updated the schedule for tomorrow.
- ✓ It has been a productive day, and everyone has felt satisfied with their work!