**Explain the Consequences of Not Following Directions Promptly**

**Directions:** You are the space manager for the local Convention center. The Boat Show is coming to your city in two weeks, and you are writing directions for the groups who are in charge of setting up for the show.

The setup is from 5 p.m. to 8 p.m. Friday night. This is the only time when the convention floor is available. The groups of people who need directions are:

* Electricians
* Pepel who are set up booth furniture (tables, tablecloths, etc.)
* Presenters (who bring their boats, booth back drops, information stands, etc.)
* Security (who open and lock up, set alarms, etc.)

1. Brainstorm a list of all the things that have to happen between 5:00 p.m. an d8:00 p.m. Friday night (at least three tasks for each group)
2. Using your notes, develop a timeline of when each task on the list must be performed, and what group it involves.
3. Next to each task, write down the consequences if the group involved does not follow these directions promptly.

**Submit**: Brainstorming timeline.

**Estimated Hours**: 1

**Suggestions**:

1. Remember, the boats have to get into the building.
2. Each group’s jobs will overlap with other groups jobs.

*This is a sample page from Responsibility part of the Life and Employability Skills series of materials published by TEN SIGMA.*