

Downtime Activities

Setting: Classes at North High School

Appropriate	Inappropriate
<i>Listen to music with headphones</i>	<i>Listen to music out loud</i>
<i>Go to bathroom</i>	<i>Go home</i>
<i>Check email</i>	<i>Make a phone call</i>
<i>Do homework</i>	<i>Facebook</i>

Vs.

Setting: Working at State Real Estate Commission

Appropriate	Inappropriate
<i>Organize/Inventory office supply closet</i>	<i>Check personal email</i>
<i>Work on customer data spreadsheet</i>	<i>Surf internet</i>
<i>Empty recycling bins</i>	<i>Talk to office mate</i>
<i>Check fax/scanner and deliver faxes</i>	<i>Make a personal phone call</i>