

### **My story about downtime**

Occasionally, there are times at work when I have finished everything that I was supposed to do. However, I cannot leave work because my shift is not yet over. This is called “downtime.”

When this happens, I should always try to ask my supervisor what tasks I can do next.

If my supervisor is not available to talk to right then, here are some other appropriate things I can do during this downtime: Organize my work station, refill the paper cabinet in the copy room, take out the trash, refill the staplers, check and sort mail, put more water bottles in the fridge, or add paper to the copy machine.

These activities help me to stay busy so that I won’t feel bored or anxious. When I do these activities during “downtime,” I show my supervisor that I am responsible, hard working, and professional.