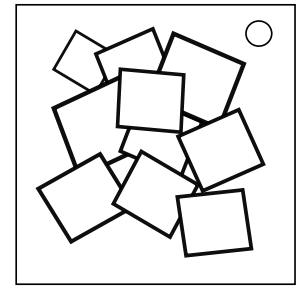# On the Subject of Sticky Notes

Oh, another day at work, Which job did I need to do first? OH MY GOD, WHERE DID ALL THESE STICKY NOTES COME FROM!?

- To defuse, determine which job needs to be done first, and click on the related sticky-note.
- Using the below & the week-day the bomb was started on, select the first job in the list.
- **Remember,** you have a life outside of work, don't let it intefere with your job.

To Disarm:

-/- If the bomb was started on:
- Monday **or** Friday, then you have been asked to complete all Admin work.
- Tuesday **or** Thursday, then you have been asked to complete all HR work.
- Wednesday, then you have been asked to complete all Payroll work.
- The weekend, then lucky you, you have a day off! Select the first alphabetical job, not listed in your weekly tasks.

Admin	Human Resources	Payroll
Photocopy Manager's Schedule	Pass pay details to payroll	Reconcile tax
Make coffee for visitors	Update new starter file	Pay employees
Call client to book meeting on Tuesday	Change addresses of employees	Pay outstanding invoice
Show new employee around office	Photocopy personel file	Pay in petty cash
Document new procedure to defuse a bomb	Interview new starter	Contact unpaid invoices
Call client to book meeting on Friday	Disciplinary with Dazarino	Generate payslips
Buy tea and coffee	Call new applicants	Post next weeks invoices
Call client to book meeting on Wednesday	Meeting with visitors	Call client for meeting
Check timesheets of employees	Update vehicle database	Deposit earnings in bank