d

**WORK PROCEDURE**

⯈ Exercise- Arrange the sentence in the correct steps.

1. Look for solution: You can ask expert (in the field of your problem). For example, if you have problem with finance, you should meet finance staff. You can also ask your supervisor or colleague. Finally, you can do research on internet/books.
2. Understand the problem: Identify what is the problem and who are involved in the problem and identify the consequences, whether it stops you/your colleagues from working.
3. Put into action: once you decide on the solution, go ahead with the solution, act quickly with the solution, and avoid unnecessary delay.
4. Report: you need to report at the beginning, during, and after the process of solving the problem.
5. Select the best solution: After you have enough ideas/options to solve the problem. You can choose the best solution you have. You need to think about time and finance. More importantly, you should study about results and effects. Does it affect other staff?

Write answer here:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | B | C | D | E |
| 2 | 1 | 5 | 3 | 4 |