COMPLETING DAILY TASKS

Plan: Complete the daily assigned tasks at work.
Prepare: First, make a list of all the tasks assigned to me on a daily basis.
Process: Then, assign the estimated time taken to complete each task.
Analyze: We cannot start all the tasks simultaneously and so we evaluate the priority of the tasks and sort them in decreasing order of importance.
Share: Next we inform the supervisor of the plan and the way of completing the assigned tasks.
Act: Finally we begin with the most important task and complete it.

COOKING A MEAL

Plan: Cook a food item for a meal.
Prepare: First, I need to check if I have the ingredients to make the food.
Process: Then, I need to check what can I make from the available raw ingredients.
Analyze: I cannot make food for which there is no ingredient or recipe available and also which does not consume too much time.
Share: Now you search for food recipes on the internet which are simple, take less time, and can be made from available ingredients.
Act: Finally I choose the recipe and make it.

CLEANING CLOTHES

Plan: Clean dirty clothes in the washing machine.
Prepare: First, I collect all the dirty clothes to be cleaned.
Process: Prepare the cleaning solution using liquid soap and fabric softener.
Analyze: Separate the white clothes from colored ones and estimate the amount of time for efficient cleaning.
Share: Now input the calculated time and steps to the washing machine.
Act: Add the cleaning solution to the machine, start it, and once done dry the clothes.