

USING EFFECTIVE TIME MANAGEMENT
PROCEDURES DURING MEAL PREPARATION



Names of team members

MENU

SUPPLIES AND EQUIPMENT NEEDED

STEPS IN PREPARATION	WHOSE RESPONSIBILITY?	TIME ALLOTTED FOR TASK

RECIPES NEEDED

1. What time-saving practices could be used during meal planning and preparation of this meal?
2. What time-saving equipment could be used during the preparation of this meal?
3. What advance preparation could be done for this meal?