

Pat: Aki, did you want to ask me something about your work?

Aki: Yes. I need your advice on how I should set my priorities. As you know, there's been some trouble at ABC Machinery's factory, and I've been called out to their factory three times already this week. On top of that, Jane's been on sick leave for the past three days, and her projects are taking up at least three hours of my day. I was supposed to have started preparing for next month's event a week ago, but I still haven't been able to get to it. There's also the market research report you requested. I'm afraid I won't be able to complete that on time, either.

Pat: I see. I hear you've been working overtime these days.

Aki: Yes. I've been trying to do the best I can, but frankly speaking, I have too much to deal with. How would you like me to prioritize?

Pat: Let's see. First off, you obviously can't cut corners with ABC Machinery, so that will be your number one priority. Can you think of anyone else who may be able to take care of Jane's projects?

Aki: I don't think so. I'm the only one who knows what's going on.

Pat: OK, so I'm going to have to ask you to keep covering for Jane, too. As for event preparations, I'll talk to Ethan and try to get someone from his team to help you. And the research report — supposing Jane comes back to work next week, do you think you can get it done if you had one more week?

Aki: Yes, I think so. That'll make things much easier.

Pat: Great. Thank you for coming to me with this, Aki. Keep me updated on the situation.

Aki: Yes, I will. Thank you, Pat.