Tasks: Lab Shifts

1. **Running Children**: If there are children coming in on the shift, the first priority is to ensure that the necessary people for running the particular study are devoting their attention to running the children.

2. **Scheduling**: If children need to be scheduled for the following week, see the scheduling binder and start scheduling.

3. **Coding**: You will be assigned coding from a supervisor and it will then be your responsibility to make sure this data is regularly coded during your shift.

4. **Shift-Specific Tasks**: There may be specific tasks that project students or other lab members need help with, for instance making stimuli or setting up a study, etc. If someone asks you for help and you are otherwise unoccupied, help them.

5. **Other**: There may be other tasks that need to be done on any particular day. See the large whiteboard for a list of tasks that need to be completed, and complete them if they are within your realm of expertise. You can also look around to make sure study documents (consents, info sheets, etc.) are stocked, the lab is tidy, ask project students if they need help, etc. Do not wait for someone to ask you to do something and do not immediately ask the shift supervisor what you should do - look on the whiteboard first!