

School of Engineering

MANAGING YOUR STRESS

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MANAGING YOUR TIME

Your Time Clock is Ticking

You cannot MANAGE Time
BUT

You CAN manage your activities within TIME

The major Time Management elements are outlined on the clock face – expressed in 4 quarters each with 3 divisions. Some people might feel they should be in a different order. That is not as critical as including them in your Time Management improvement planning.

Priority Category

		← REACTIVE →	
↑ PRO-ACTIVE ↓	IMPORTANT	URGENT	NOT URGENT
		ACTIVITIES I – CRISES – PRESSING PROBLEMS – DEADLINES	ACTIVITIES II – PREVENTION – RELATIONSHIP BUILDING – PLANNING
	NOT IMPORTANT	ACTIVITIES III – INTERRUPTIONS – MAIL – REPORT WRITING – MEETINGS – POPULAR ACTIVITIES	ACTIVITIES IV – PHONE CALLS – TIME WASTERS – TRIVIA – PLEASANT ACTIVITIES

The 5 S's and CANDO

- ❑ **Seiri (整理):** Sorting. Refers to the practice of going through all the tools, materials, etc., in the work area and keeping only essential items. Everything else is stored or discarded. This leads to fewer hazards and less clutter to interfere with productive work.
 - ❑ **Clean-up :**clearing away unwanted stuff
Tagging an storing items for future use
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The 5 S's and CANDO

- ❑ **Seiton** (整頓): Set in Order. Focuses on the need for an orderly workplace. "Orderly" in this sense means arranging the tools and equipment in an order that promotes work flow. Tools and equipment should be kept where they will be used, and the process should be ordered in a manner that eliminates extra motion.
 - ❑ **Arranging** - A specific place for specific items
“ A place for everything & everything in its place”
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The 5 S's and CANDO

- ❑ **Seisō** (清掃): Sweeping, Systematic Cleaning, or Shining. Indicates the need to keep the workplace clean as well as neat. Cleaning in Japanese companies is a daily activity. At the end of each shift, the work area is cleaned up and everything is restored to its place, making it easy to know what goes where and to know where everything is where it should. The key point is that maintaining cleanliness should be part of the daily work - not an occasional activity initiated when things get too messy.
 - ❑ **Neatness** : Identify cleaning zones, establish cleaning routines
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The 5 S's and CANDO

- ❑ **Seiketsu** (清潔): Standardising. This refers to standardized work practices. It refers to more than standardized cleanliness (otherwise this would mean essentially the same as "systemized cleanliness"). This means operating in a consistent and standardized fashion. Everyone knows exactly what his or her responsibilities are. In part this follows from Seiton where the order of a workplace should reflect the process of work, these imply standardised work practice and workstation layout.
 - ❑ **Discipline** : sticking to the regime
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The 5 S's

- ❑ **Shitsuke** (躰): Sustaining. Refers to maintaining and reviewing standards. Once the previous 4S's have been established they become the new way to operate. Maintain the focus on this new way of operating, and do not allow a gradual decline back to the old ways of operating. However, when an issue arises such as a suggested improvement or a new way of working, or a new tool, or a new output requirement then a review of the first 4S's is appropriate.
 - ❑ **Ongoing improvement** : evaluate systems, strive to do better, question current practices
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Time Maximising Techniques

- Become a better decision maker
 - Learn to say 'No' –be assertive
 - Plan the work and work the plan
 - Know your job
 - Prioritise and keep lists
 - Be **Effective** and **Efficient**
 - Replace **busyness** with **business**
 - Avoid unscheduled interruptions
 - Learn when your energy level is highest
 - Tackle unpleasant tasks first
 - Meetings – plan, control attend?
 - Slice up problems, use analysis models
 - Be self-disciplined and better organised (5 S's)
 - Control your work – life balance
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