A Suggested Outline for a Talk about Motion and Time

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EVERY MOTION COUNTS

A suggested outline for a talk to help arouse interest in Motion and Time Study.

(The film strip "Finding Minutes" could be used preceding talk)

I. WHY MAKE MOTIONS COUNT?

Hitler said in his "Mein Kampf" that the United States was a big nation but not a great nation. People like you proved that he was wrong. Uncle Sam said "produce" and you and millions of others on the home front put your shoulders to the wheel and pushed. Production of food, fiber, tanks, guns, and planes will continue in spite of machines that are wearing out and food that is scarce. We are all determined that the war must be won as soon as possible. We must make every hour—every motion count.

Your boys and girls have gone to fight and your neighbors have gone to defense areas to work. You, who are left at home, must get double the work done in the same amount of time. Can you do it with less effort?

You homemakers have had more work to do than before the war. Last summer you raised gardens and canned foods. You went to the fields and worked with the men, many of you for the first time. We know that more work is still to be done. Can you do this work in less time and make it easier for you?

The factory worker studied his motions and improved them; this resulted in greater production. In the same way homemakers who have studied their motions have found that they have been able to get more work done in less time and to get it done in easier ways.

It is the wise homemaker who will study her jobs and who will try to do those jobs most easily and quickly. She will try to discover where she wastes motions, for wasted steps and motion mean wasted time.

Every motion counts—make them count for you.

II. WHAT MOTIONS SHOULD YOU WATCH?

Any task you do uses motions, but probably none require as many motions as you use. The steps used while preparing a meal, putting your house in order, feeding chickens, or making coffee often are far more than you realize until you study them. The number of motions you use to dress, to polish shoes, to wash dishes, to make a cake, to iron a shirt or to hang up clothes may be double what they need to be.

There are many tasks where you can leave out a part of the task and thus eliminate some of the time-consuming motions.

Examples: A. Draining dishes instead of wiping them dry.
B. Using sheets without ironing.
C. Keeping the can and cover of baking powder in one hand while measuring it, then replacing in cupboard without setting it on table and picking it up again.

Everything should be kept within easy reach for every task you do. Storing things across the room from where they're used does not save steps. Wasted steps mean wasted energy. It may be smart to have two or more sets of some things—like two salt containers in the kitchen or a cleaning closet upstairs as well as on first floor.
Examples: A. All supplies used at the mixing unit should be kept in that unit.
   B. Keep coffee pot and coffee in same cupboard, with measuring spoon or scoop in the coffee can.

Many homemakers do most of their work with the right hand only, but both hands could be used. It speeds up the work twice as fast.

Examples: A. Use both hands to put away dishes.
   B. Use both hands to transfer biscuits from board to pan.
   C. Use two dust cloths or mits for dusting.

Often you can combine tasks or parts of a task, making one task out of two or more.

Examples: A. Use baking dishes in which food may be served. Save the time used in dishing up and washing an extra dish.
   B. Fold bath towels as they are removed from the line.
   C. Fold pillow cases on the ironing board as they are ironed.

Much work is done without much thought as to what would be the best tool for the job. The wrong tool or the lack of a tool might cause many motions to be wasted.

Examples: A. Using a pastry blender is the quickest way to combine fat and flour.
   B. Using a long handled dust pan prevents stooping and saves motion.
   C. Using a jar lifter for removing jars and glasses from scalding rinse water saves fingers and wasted motions.

Sit to work wherever you can is one of the biggest labor savers we know. It saves motion and it saves energy.

Examples: A. Sit down to iron.
   B. Use a lap-table—it can be used for preparing vegetables, for canning, or for many everyday tasks.

III. HOW CAN YOU IMPROVE YOUR JOB?

Try to find the easiest and quickest way to do your job. Take some job you don't like, such as ironing:

1. As you iron, let someone write down what you do as you do it. This is called a process chart of your original method.

2. Study that chart to see what you might have done to improve your procedure. As you do so, ask yourself these questions:

   *(a) Can I leave any part of this job out?
      Example: Not ironing sheets and bath towels, or moving garment on the board fewer times.

   *(b) Can I keep all my supplies within easy reach?
      Example: Basket on chair near ironing board. Table, or rack nearby for ironed garments. A damp cloth handy.

   *(c) Can I make both hands work?
      Example: One hand to smooth and move the garment, the other to iron.

   *(Speaker should write each question on the board or display it on a poster as it is discussed.)
(d) Can I make one job out of two or more?
Example: Folding pillow case or napkin as it is ironed.
(e) Am I using the best tool for the job and is it in good condition?
Example: A good iron. The ironing board—right height—well padded.
A wide ironing board.
(f) Can I sit to do the job?
Example: Having chair (with back) the right height for the ironing board.
(g) Can I change the order of my work?
Example: Ironing the back of shirt from wrong side.

3. Write down your improvements—the new way you have learned to iron. This is the improved process chart.

4. Try the new method. Practice until it becomes a habit. It may take longer at first, but when you get used to the new way, the job will get done in less time.

IV. WHEN WILL PROCESS CHARTS WORK?

Process charts are one of the best ways of improving any job. In the field of homemaking they may be used to make household tasks easier and quicker. Studying the job makes it possible to save time for the homemaker in:

1. Preparing and serving meals for the family.
Example: One homemaker saved 38 minutes a day by studying her own method of work—another saved 460 steps everytime she got potatoes ready for a meal.

2. Clothing the family.
Example: Saving time in cutting out a dress or by pin basting. Cutting down on ironing time by selecting seersucker dresses.

3. Family members caring for themselves.
Example: Homemaker's time saved when each family member takes care of own clothes, washes self or dresses self.

4. Housing the family
Example: Carrying in fuel or providing better storage spaces.

5. Care of the house.
Example: Dusting or making beds.

V. WHO CAN USE PROCESS CHARTS TO MAKE WORK EASIER AND QUICKER?

Training of young people in your home is one of the most important jobs. Children can help work out easier ways of doing household work. Process charts to improve housework can be used as a family game. Children will learn how to study jobs and how to develop good work habits by helping to work out process charts.

VI. WHEN CAN YOU MAKE YOUR JOB EASIER AND DO IT MORE QUICKLY?

Those who have tried (1) making a process chart, (2) studying that chart, (3) making an improved process chart, (4) trying the new method until it becomes a habit, say "IT WORKS." You, too, can get results as soon as you begin to study a task.

Many of you would like more help than we have had time to give you today. Your County Extension Service is ready and willing to give you that help if you wish it. If you want to learn more about making process charts, contact your Home Demonstration Agent and she will plan to give you that help in your Extension program.

You will find motion study, if included in your group program, to be fun for you and the members of the group; besides a great deal of help to you and your family. Make every motion count for yourself and your family.