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Use Your Time Efficiently

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USE YOUR TIME

Efficiently

1. Leave out unnecessary parts of the task
2. Have everything within easy reach
3. Use both hands to do the task
4. Sit to do the task if practical
5. Combine parts of the task
6. Use tools best suited to the task
7. Use your equipment to best advantage

AGRICULTURAL EXTENSION SERVICE

South Dakota State College ♦ ♦ ♦ U. S. Department of Agriculture
George I. Gilbertson, director. In furtherance Acts of Congress May 8, June 30, 1914
Extension Circular 472

November 1951

Use Your Time Efficiently

By ISABEL MCGIBNEY*

There are only 24 hours a day. No matter how hard we try we cannot make more. Time cannot be found, spent or saved—it can only be used.

Time may be used wisely to gain many desired satisfactions, or it may be used unwisely with few pleasant results.

If we want to use time wisely and save effort, we must be willing to admit there is room for improvement. We must also be willing to change from the old “in the rut” way to a new way of doing our job. Each of us sets our own pattern of housekeeping. Changing times call for changing patterns. We change our clothing styles—why not our working styles.

The way you do your work has a direct relationship to the length of your working day and how you feel at the end of that day.

Can you improve the way of doing your work so that you can get it done satisfactorily and keep well and strong doing it? We are sure you can. Why not study your tasks to see whether you could do them in a shorter, better, and easier way.

Those who make a practice of planning are likely to accomplish more. This is not guess work. Many studies have shown that homemakers with the ability to manage well do accomplish greater goals. A plan will help you to put the most important things first.

Planning Is Best Labor Saver

In studies, homemakers reported that “Planning is one of the best time-saving methods.” The most efficient homemakers reported that they planned their time for a week ahead, and sometimes planned their meals on paper. A schedule written out and posted in a convenient place for easy consulting may seem extreme, but it will actually save you time and help establish a new and better routine.

So many variations exist in work areas, available equipment, standards desired, and in the physical characteristics of homemakers and their families, that “one best way” which everyone in every situation can follow, is impossible.

To Plan Your Time

1. List all your tasks for as far ahead as you can anticipate.
 - a. Sort out important things from unimportant
 - b. Locate the important items in the best places to get them done
 - c. Estimate the time needed to do a task

**Extension Home Management Specialist*

2. Combine jobs where they fit together. .
3. Plan for help if it will be needed. Let people know ahead of time when their aid will be needed.
4. Expect and allow for interruptions. They are unavoidable.
5. Make your plan flexible—but not aimless.
6. Long-time plans are necessary to make short-time work effective.
7. Don't crowd too much into one plan.
8. Don't make rigid, hourly schedules with a definite time of day assigned to each task.

Wise Use of Your Time

For a wise use of time, you must make a study of every step and motion used in the process of doing a job. Many homemakers have found they can do their various tasks in half the time by leaving out unnecessary motions. First they make a study of the motions used for each task; then they plan a new method which is easier and makes their work more interesting.

In making a study of a task, you should get a picture of the entire job from the time it is started until it is completed. This includes getting materials and equipment, carrying them to where the actual work is done, doing the job, and returning them to the storage place. A written list of the things done, and the order in which they are done is called a process chart.

What Parts of Task Can I Combine?

EXAMPLE:
Use baking dishes in which food may be served; fold pillowcases as you iron them.



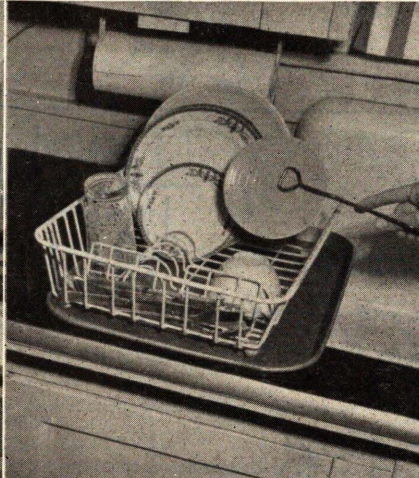
Study of Motions Using Process Chart

1 Make a list of the steps and motions used in your present method of doing the task. (You will need someone to write down steps and motions as you do the task.)

2 Question yourself to see what improvements you can make. For suggestions for shortcuts, study these pictures.

3 After you have analyzed the way you do the task, writing down the steps and motions, make a new list of the steps used in the new improved method.

4 Put the improved method into practice. This will take some time and patience. You will have to **unlearn** the old and **learn** the new.



Am I Using My Equipment To Best Advantage?

EXAMPLE: Trays to carry dishes and food; basket for things to be taken up or down stairs; vacuum cleaner attachments for above floor cleaning.

What Motions or Part of The Task Can I Leave Out?

EXAMPLE: In dishwashing, scald the dishes with boiling hot water and leave in rack to dry. Use sheets without ironing; use recipes which require less time and fewer utensils.

Can I Sit To Do the Task?

EXAMPLE: Some ironing can be done while seated. A pull out board in the kitchen, lap height, has many uses such as preparing vegetables for meals or preservation.



What Tools Will Make the Task Easier?

EXAMPLE: Use pastry blender; use tongs for removing jars and glasses from hot water or for removing potatoes from oven; use long handle dust pan to prevent stooping and to save motion.



Is Everything Within Easy Reach?

EXAMPLE: All supplies first used at the sink should be kept there. Group the ironing equipment, such as table, basket, iron, clothes racks, hangers, and hooks, as near the board as possible. Wasted steps mean wasted energy.

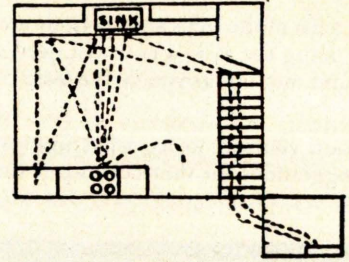
Can I Make Both Hands Work?

EXAMPLE: Both hands could be used to put away dishes, to set the table or to use two dustcloths or dust-mits.

Preparing Potatoes for Baking

Present Method

Kitchen
10 x 12



What is done:	Distance traveled	Time
1. Goes to range	3 steps	10:45
2. Turns on switch		
3. Goes to cupboard	5 "	
4. Opens door (right hand)		
5. Takes out pan (right hand)		
6. Transfers to left hand		
7. Closes door		
8. Goes to basement stairs	6 "	
9. Opens door		
10. Goes downstairs to store room	15 "	
11. Opens door		
12. Goes to potato bin	3 "	
13. Picks up potato		
14. Puts in pan		
15. Picks up another potato		
16. Puts in pan		
17. Picks up 2 potatoes		
18. Puts in pan		
19. Leaves storeroom	3 "	
20. Closes door		
21. Goes upstairs	15 "	
22. Closes stair door		
23. Goes to sink	5 "	
24. Sets pan in sink		
25. Turns on water		
26. Turns off water		
27. Opens cupboard below sink		
28. Takes out brush		
29. Closes door		
30. Picks up potato		

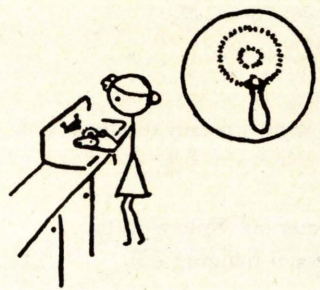


(over)

Distance
traveled Time

What is done (cont'd)

31. Scrubs potato
32. Lay potato on drain
33. Picks up second potato
34. Scrubs
35. Lay it on drain
36. Picks up third potato
37. Scrubs
38. Lay it on drain
39. Picks up fourth potato
40. Scrubs
41. Lay it on drain
42. Chops brush in sink
43. Picks up 2 potatoes
44. Goes to oven
45. Opens door
46. Puts potatoes in oven
47. Goes to sink
48. Picks up 2 potatoes
49. Goes to oven
50. Puts in potatoes
51. Closes door
52. Back to sink
53. Picks up brush
54. Rinses
55. Shakes brush
56. Opens door
57. Puts in cupboard
58. Closes door
59. Empties pan
60. Rinses
61. Goes to towel
62. Takes down towel
63. Tips pan
64. Hangs towel
65. Goes to cupboard
66. Opens door
67. Replaces pan
68. Closes door



5 steps

5 "

5 "

5 "

5 "

5 "

85 steps

10:55
10 min.
used

68 Motions used

Analyzing the Present Method or Process Chart

It doesn't seem possible that it could take so many motions and steps to get potatoes ready for baking. Let's ask the questions previously explained and list the changes that could be made.

1. What motions can I leave out?

- a. Opening and closing the cupboard door.
- b. Reaching for pan. Pan not necessary.
- c. Transferring pan to other hand.
- d. Going to basement and returning. Keep week's potato supply at sink.
- e. Opening and closing basement door.
- f. Opening and closing storeroom door.
- g. Turning water on and off once. Leave water on while working.
- h. Opening and closing door for brush. Have it hanging out.
- i. Dropping brush in sink. Hang it up.
- j. Two trips to range with potatoes. Use shallow pan. Will also make it easier to remove potatoes from oven.
- k. Trip back to sink. Clean up before putting potatoes in oven.
- l. Trip to towels. Not needed because no pan to dry.
- m. Wiping and putting away pan.
- n. Opening and closing cupboard door. Pan not used.

2. What parts of the task can I combine?

- a. Pick up two potatoes instead of one.
- b. Put potatoes directly into sink. No pan needed.
- c. Turn on water and reach for brush at same time.
- d. Lay potatoes directly on baking pan.
- e. Clean brush and hang it up instead of coming back to pick it up again.
- f. While at the job, scrub enough potatoes for the next meal.

3. Could I keep both hands working?

- a. Use both hands to place potatoes in sink.
- b. Set down baking pan (left hand) and close cupboard door (right hand).
- c. Turn on water (left hand) and reach for brush (right hand).
- d. Hold potato (left hand) and brush (right hand). Scrub.
- e. Turn off water (left hand) and hang brush (right hand).

4. Is everything within easy reach?

- a. The daily supply of potatoes could be kept in a pail under the sink or in a ventilated bin just to the left. This will eliminate a trip to the storeroom every meal time.
- b. The shallow baking pan should be kept in the same cabinet as the potatoes.
- c. The brush might be hung within reach.

5. Could I sit to do the job?

No, it doesn't seem practical. But if I were doing a task which takes several minutes, such as fixing potatoes for a larger crowd, podding peas, or ironing, it would save time and energy to sit while working.

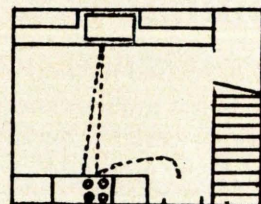
6. What tools would make the task easier?

- a. A stiff, dark-fiber brush, with shorter, firmer bristles scrubs better and quicker than a soft, white-bristled one.
- b. A shallow baking pan for carrying the potatoes, both to and from the oven, saves trips.
- c. A pail or bin for storing a week's supply of potatoes at the sink.

Preparing Potatoes for Baking

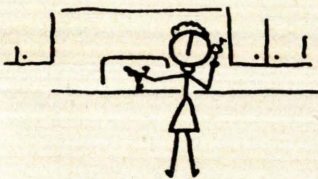
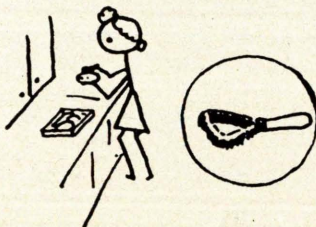
Revised Method

Kitchen
10 x 12



What is done:

1. Goes to range
2. Turns on switch
3. Goes to sink
4. Opens door
5. Takes out 4 potatoes (uses both hands)
6. Places in sink
7. Takes out baking pan (left hand)
8. Places pan on left drain & closes door (right hand)
9. Turns on water (left hand) & reaches for brush (right hand)
10. Picks up potato
11. Scrubs
12. Lays on pan
13. Picks up second potato
14. Scrubs
15. Lays on pan
16. Picks up third potato
17. Scrubs
18. Lays on pan
19. Picks up fourth potato
20. Scrubs
21. Lays on pan
22. Rinses brush
23. Shakes brush
24. Hangs brush (right hand) Turns off water (left hand)
25. Picks up potato pan
26. Goes to oven
27. Opens door
28. Puts pan in oven
29. Closes door
- 28 motions used



Distance
traveled

3 steps

Time

11:10

5 "

13 steps used

11:14

4 min. used

Every Motion Counts

In Summary

The new or revised method of preparing potatoes for baking took 40 less motions and 72 less steps. More than half the motions were left out and the work done in six minutes less. A few motions less on every task will make the work easier and quicker.

New equipment does not guarantee the work being easier or taking less time. Better methods are a part of **you**. You can make wise use of time and save energy in a tent or a mansion.

Put Method Into Practice

Revise and learn simple tasks first. After you have improved short tasks, then find better ways to do the long ones. After a method of doing a task has been established it is difficult to change. The most difficult part of the change is making up your mind to do it.

After you have revised a simple task, post your Process Chart of the revised method in a convenient place and refer to it as you work. Continue to do this until the new method is learned.

Keep trying to find a better way to do each job

Every Job Can Be Improved