

WORK SMARTER -NOT HARDER

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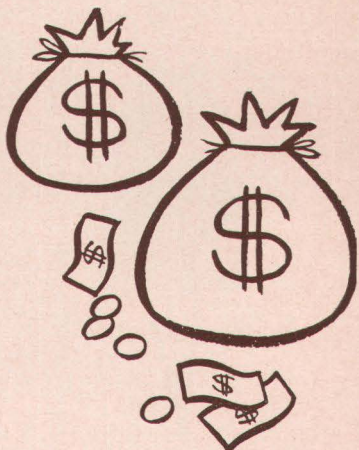
COOPERATIVE EXTENSION SERVICE
OREGON STATE UNIVERSITY, CORVALLIS

Work Smarter--Not Harder

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How Much Is Your Time Worth?



Is it worth the trouble to try to change old habits? That depends on what you want out of life, what you'll do with the time you save. You can have only 24 hours a day but you can "make" time for more of the things you enjoy.

How much is your time worth? Researchers at Cornell University find that a homemakers' service adds a minimum of \$3,000 to your families' real income every year. (And you don't have to pay any income tax on it either!) This is the amount it would cost to hire a substitute to cook, wash dishes, clean, wash, iron, and baby sit the average number of hours a homemaker does these jobs and at today's prevailing hourly rates.

Your time is really worth more than this because a large part of your job is character building, security, love, sympathy, comfort, and encouragement. There is no price tag for these skills.

Your time is valuable—don't waste it!

Getting Started

GOOD MANAGERS ARE MADE—NOT BORN

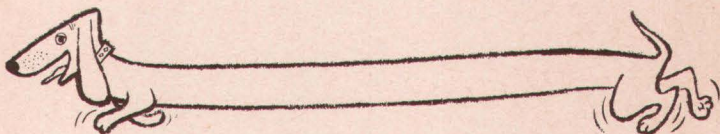
What do you want most? Do you want to be just a chore woman or would you like time to be a “real person” who enjoys abundant living?

Think through your goals and dangle them constantly before you as bait to get off on an early start. Families with goals get more out of life.

You'll get no reward for working harder than necessary to get a job done. But by working *smarter* you can save time to do more of the things you've always hoped to do.

Managing time is like going on a diet—talking about it gets you nowhere; *you* must *start* doing something and keep doing it.

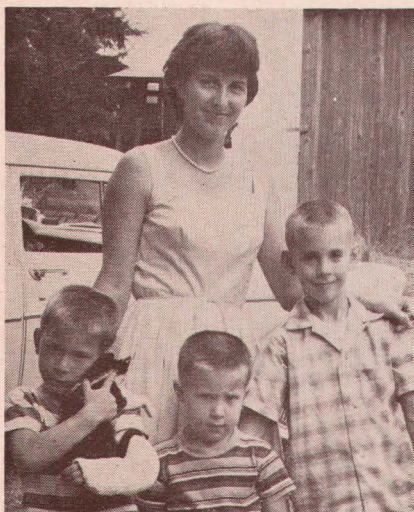
Time is intangible and your job as homemaker is too broad and varied to tackle it all in one big package. Break it down in parts, select a starting point, and shorten one part at a time.



**Life is hard by the yard,
By the inch, it's a cinch.**

I started this way

Says MRS. ALLEN ABRAHAM
Benton County



Mrs. Abraham with three of her five children.

With five children under 10 years of age there is plenty of work to do at our house. It's hard to decide what to do first and so frustrating never to feel caught up.

I found that listing jobs I had to do was a big help. At first, when I tried to write out a schedule for work I didn't allow enough time and we were all under a strain. This eventually worked itself out. Now I don't always go by the schedule because I know it by heart.

Rearranging my kitchen saved me time and steps. The range was on a wall by itself a long way from the sink and storage. My husband moved it and shifted a small cabinet to give me work space and storage beside the range. I moved supplies in my cabinets so that the things I need in baking are together.

Mending is such a chore. I moved my sewing supplies to one of the bedrooms where they can all be together. It's much easier to do the job now.

I don't claim to have a perfect system but I do know the work goes smoother and there's less frustration. You have to keep constantly working at management—but my husband and children agree with me that every little thing helps add up to better living.

Ironing was our biggest problem

Says MRS. GENE GRASTY
Malheur County

I iron 37 shirts a week for my four sons and my husband. Even though some of them are small, ironing is mighty time consuming.

This seemed to be an important job for me to start working on. I tried a new shirt ironing method that saved motions. Most important of all it saved me one hour of ironing time the first week I tried it.



Mrs. Grasty, left, shows the county extension agent some of the 37 shirts she irons weekly.



Mrs. Widmer plans for time with her children.

and MRS. LEON WIDMER
Linn County

It seems that most of us always learn the long way first to do housework. That's what happened to me with ironing which takes so much time for a family of five. After I tried the short way of ironing shirts, I decided to apply these

short cuts to blouses also. My daughters are learning the short way first and will not have to change their habits later as I have.

From ironing I went on to find ways to save time in the kitchen. Our kitchen is new but was improved by storing my utensils at the point of first use. This saves time while cooking.

I also moved all the baby's clothes to the bathroom so I can dress her there after a bath without trekking back and forth.

We started with kitchen jobs

Say MRS. JACK WOOD and daughter JULIE
Clatsop County



Julie Wood uses a tray to set the table.

My 8-year-old daughter Julie and I decided to make a little game out of saving time and energy. We started with table setting which Julie does regularly for dinner at night. I counted Julie's steps and she took 374. We were amazed and decided to rearrange our dish storage.

Next Julie tried using a tray. We were pleasantly surprised that now she can set the table by taking only 79 steps. This means we now save almost a mile of walking every week in setting the table once a day.

This was a real eye opener. We went on to mind our motions for other kitchen jobs too.

Mending was one of my problems

Says MRS. WILLIAM LUCAS
Yamhill County

I found I could save time and it was easier to get started on mending if everything I needed was together. A sewing cabinet helped a lot.

I also timed myself doing several jobs in the kitchen and worked out shorter ways of doing them.



Mrs. Lucas, right, shows her sewing cabinet to friends.

I needed a schedule

Says MRS. KENNETH ROYER
Linn County

With an active family of six, a 3-level older style home, a sizeable yard, and several hobbies and outside activities I found that if I did not have definite plans things could rapidly get completely out of hand. All too often an unexpected trip to town or a visit to a neighbor was enough to make me miss a beat and throw the entire household into chaos.



Mrs. Royer and daughter Linda check the schedule posted on the kitchen wall.

I found that if I had written plans I could streamline my work, such as limiting shopping to once a week, and I could also use the help of the children if they knew exactly what was expected of them.

My husband and our two "pre-teen" girls helped plan our schedule which is posted on our kitchen wall. To be sure, we do not manage to follow it to the letter every day. Quite often we have to resort to a "crash" program to complete a special project but when that happens we do have our schedule to bring us back to normal again.

What's the Best Way for YOU to Start?

Time management is strictly a do-it-yourself job. Like most people, you probably think it's big and vague. Don't try to tackle it all at once. Break your work into small parts and focus on one part at a time.

On the previous pages you saw how each homemaker found a different way to begin. The questions below will help you decide on your best starting point.

How to Choose Your Starting Point

Which job takes the most time?

Ironing, mending, preparing vegetables, packing lunches? Perhaps you are taking more time than necessary and by selecting one of these jobs to study you may find a shorter way.

Which jobs do you like least?

Cleaning the oven, the floors, washing dishes? The less interesting jobs always seem longer. Maybe you can find a quicker way.

Which jobs do you put off?

Ironing, washing walls, cleaning the refrigerator? Make a list—then compare with the jobs you don't like. Chances are they'll be identical.

Are you in a rut?

What jobs are you doing the same as last year or five years ago? Look objectively at every job as a possibility for improvement.

A JOB BEGUN IS A JOB HALF DONE

Scheme for Your Dream

How to Begin

DO A "DRY RUN" OF THE JOB—mentally go through it step by step. Imagine you are seeing a movie of yourself doing the job.

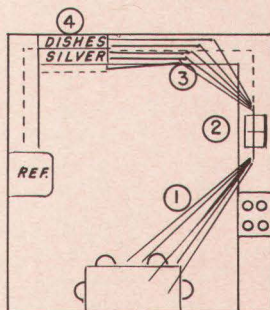
For example: Let's look at dishwashing. Here's an actual situation of Mrs. D. whose kitchen plan is at the right. These are the steps she took in dishwashing.

1. Carried a few dishes at a time from table to sink, a total of five to eight trips.
2. Washed dishes at sink, stacked them in drain basket on the left.
3. Dried dishes and silver with towels and placed on adjacent counter.
4. Stacked dishes on shelves of wall cabinet at left of counter. Sorted and stored silver in drawer just below the counter.

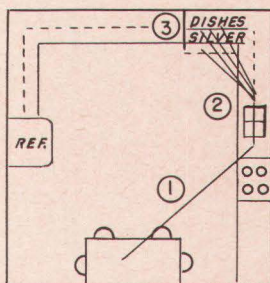
Three steps could be shortened. Numbers 1, 3, and 4—as listed above and shown in the diagram at right. These changes may seem slight but by actual measurement Mrs. D. saved $\frac{1}{8}$ mile of walking and 36 minutes every day. Here's how the method was shortened:

1. When clearing the table, all of the dishes were stacked on a tray and carried to the sink in one trip instead of five to eight.
2. After washing and rinsing, dishes and silver were air dried in a drain basket.
3. Later they were put directly into their places, now close at hand because dish storage was moved to the wall cabinet adjacent to sink with the silver storage drawer below.

ORIGINAL METHOD



NEW METHOD



MAN is the most important part of MANagement

How to Be Smart About ANY Job

DON'T ACCEPT ANY JOB AS IT IS. Eventually it will change anyway. You can bring about an earlier change for the better and reap the benefit that much sooner.

1. **Look at how you do the job now.** Start with a simple job first to learn the procedure. Break it down into steps as illustrated in the example on the previous page. Write these steps down—every step you take, the motions made, tools and supplies used. Now, look over your list with the following points in mind.

2. **Is every step necessary?** Can you omit any part of the job just as Mrs. D. omitted towel drying of dishes? If the job you are analyzing is laundry, can you skip ironing any clothes; can you eliminate sprinkling by taking clothes from the line or dryer while damp?

3. **Do you make your motions count?** Are you using the right tools? Take a look at every step. Are you using the best tool to save motions? For example: A rubber spatula makes quick work of scraping batter from a bowl. A cleaning basket for your supplies saves trips back to the cleaning closet.

A cart takes all dishes and foods from the dining table to the kitchen in one trip. A tray saves trips too.

4. **Are your working conditions favorable?** *Group together* materials used for the job. Keep your steam iron and a small ironing board near the dryer ready for touch-up ironing jobs, so you'll not be tempted to crush easy-care clothes into a basket where they'll get wrinkled.

To short-cut breakfast preparation, store coffee near the coffee maker and water supply, the toaster near or on the breakfast table and other standby breakfast supplies in one area. No need to dash from one end of the kitchen to the other or rattle around in several cupboards; planned storage can help you stand in one spot for most of the job.

THINK! IT BEATS WORKING

You, Too, Can Plan a Schedule

To be satisfactory a schedule must be your own and fit the manner of living of your family. Ask the family to help plan it.

Start This Way

- Make a list of “must-do,” “ought-to-do,” and “hope-to-do” jobs. Some are daily, others weekly or occasional.
- Start with the time you get up; schedule your daily must-do jobs.
- Next plan a time for ought-to-do jobs.
- Block off some time each day for special and hope-to-do jobs. You can fit in weekly and occasional cleaning here.
- Find a spot for hobbies and sewing so that there is time for these.

✓ ✓ Double Check Your Schedule

- Have you allowed enough time for each job? There are bound to be interruptions.
- Is the schedule flexible to allow for the unexpected and day-to-day variations?
- Have you allowed some time for yourself as well as time to be with other members of the family?
- Have you allowed time for rest? Alternate sitting and standing jobs.

Keep the Ball Rolling

- If your first time-plan doesn't work, don't be surprised. It needs to be “fitted” to the family and takes revising.
- Use your time schedule as a guide—don't be a martyr to it.

ORGANIZE—DON'T AGONIZE

Check These Ways to Save Time

- ✓ Form habits of doing jobs at a certain time. You'll save minutes you would otherwise waste in deciding what to do next. You'll also get started promptly on jobs you don't like. Remember "A job begun is a job half done."
- ✓ Change your standards if necessary. Are your standards for some jobs too high? Could children do the job in a fairly satisfactory manner? Can you skip some jobs occasionally, especially when children are small or during busy seasons?
- ✓ Choose the best time of day or the best day of the week to do the job so that interruptions can be kept to a minimum. Don't interrupt yourself to do something else you're likely to forget. Jot it down.
- ✓ Keep a bulletin board or note pad handy to write down things that must be done.
- ✓ Don't drive so hard one day that you have no energy left for the next. Distribute your work evenly over the week and avoid fatigue.
- ✓ Don't procrastinate. Delays can make a job seem bigger than it really is—and thinking about what you haven't done steals time from the job you have before you.

WORRY TAKES MORE TIME THAN WORK AND DOESN'T PAY AS WELL

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