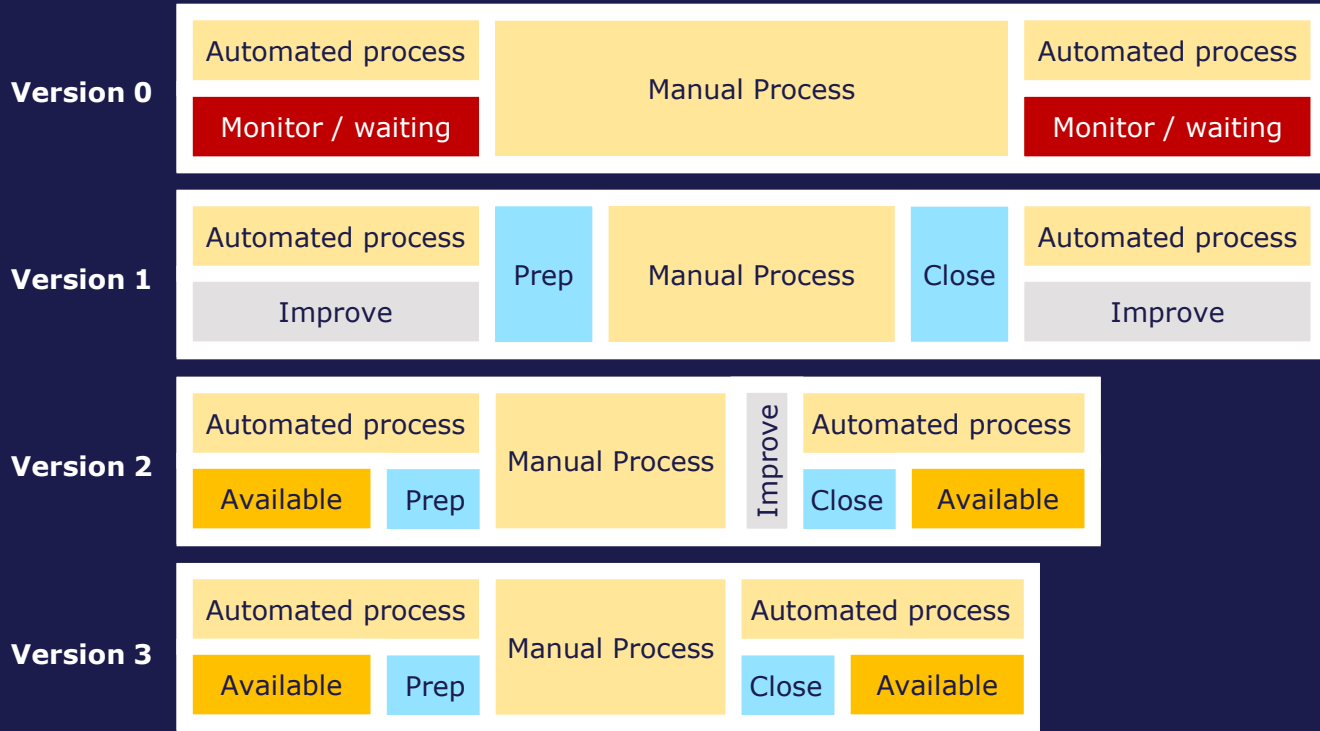


Effective multi-tasking

What is that?



time



Why would you want to multi-task?

How do you do it?

What is effective multi-tasking

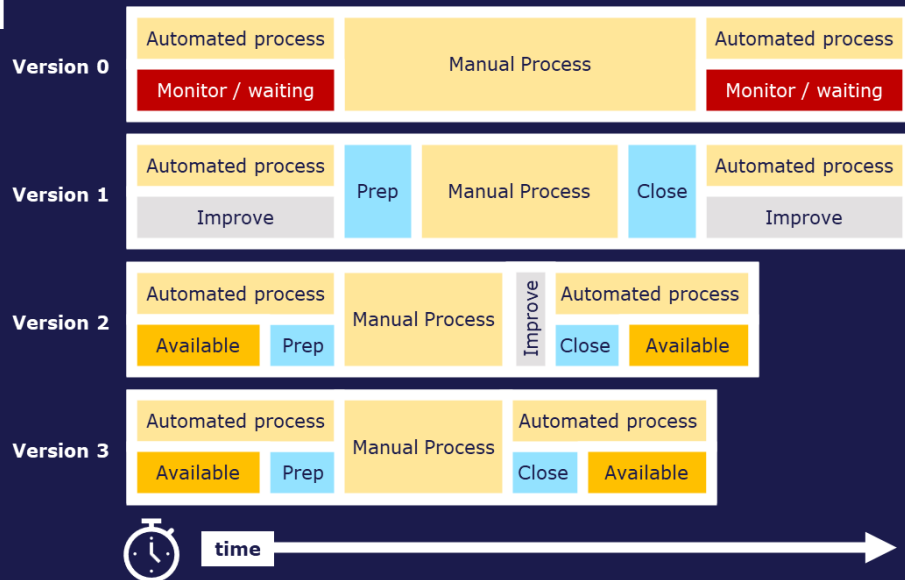
Activities typically include a mixture of some **automated** & some **manual** tasks:

- Making a hot drink at **home**
- Changing products in **manufacturing**
- Running software reports at **work**

Ineffective multi-tasking is **rapid switching** between manual tasks reducing productivity & increasing errors:

- Writing a report & answering emails
- Reading materials **during** a meeting

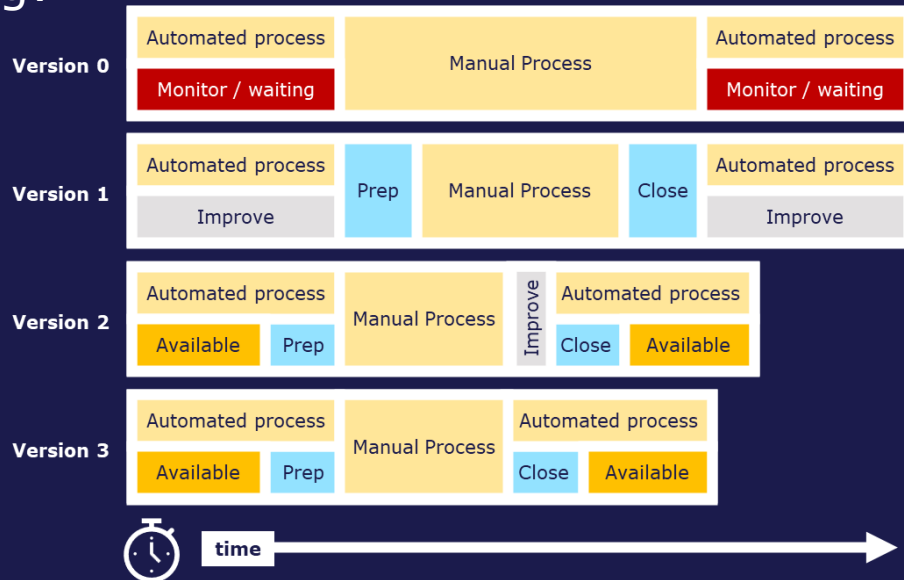
Effective multi-tasking uses **automation** and analysis to increase **productivity** by reducing non-value-added activities



Why would you want to effectively multi-task?

Effective multi-tasking:

- Reduces **time** to complete regular activities
- Improves **concentration**
- Improves **satisfaction** when completing regular activities
- Reduces **frustration** at wasting time



Effective multi-tasking:

- Follows a **proven** approach for **systematic** improvement of **regular** activities through automation, analysis and creative problem solving which **increases ownership** of the improved processes and supports **continuous improvement**



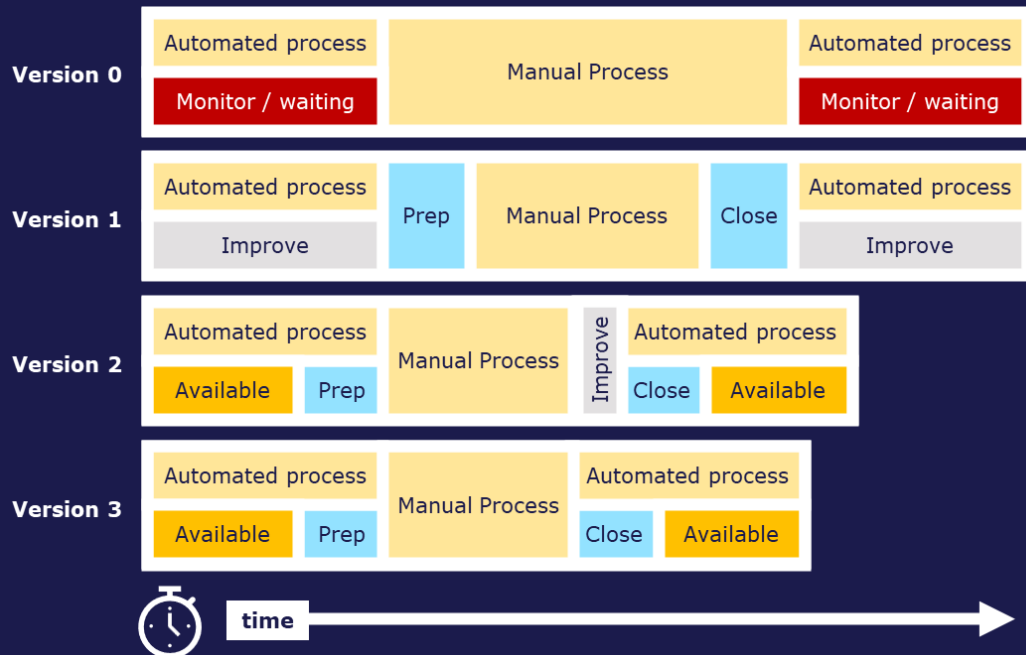
How to effectively multi-task

Effective multi-tasking starts by examining what **you are doing during** automated processes:

- If you have to **monitor** the process in case of processing errors, then adding an **alarm** or **notification** when errors occur will **free up** your available time.
- Other ways to free up time include **balancing** activities across a team, or **resolving** automation problems

Next examine the manual process:

- Identify any **preparation** or **closing** tasks that could be done **during** the automated process
- Identify any improvements possible with the manual process itself



Reducing non-value-add enables **more value-add**

Single Minute Exchange of Dies (SMED) : Changeover Reduction

Effective multi-tasking is a generalization of the proven SMED systematic approach for reducing the time for manual product changeover:

- **Document** the manual changeover **process** noticing what could be done during the automated process
- **Separate internal and external** (manual processes that cannot be done during automated process versus manual processes that can be done during automated process)
- **Convert internal to external** (change processes so more manual processes are done during automated process)
- **Streamline** all the activities to be as efficient as possible

