

6

Work Organisation

6.1 Introduction

Radha and Sita are both friends. Sita stays at home the whole day and looks after the house. Whereas Radha, besides looking after the house has also taken up a job outside the house. Still, Radha seems to have time for every thing and all her activities get attended to. Sita on the other hand, always feels short of time and her various household activities keep pending. Also, there is more confusion in her house especially during morning when her children and husband have to leave for school and work respectively. By the time they leave she is totally exhausted. Have you come across women like Radha and Sita? What could be the reason for more time or less of time to perform daily routines? You will study about this in the following lesson.

6.2 Objectives

After studying this lesson you will be able to :

- define work and organising work;
- explain the meaning and importance of work simplification;
- enumerate various ways of work simplification;
- define fatigue and list various types of fatigue;
- suggest ways to avoid and / or remove fatigue;
- state the meaning of time and energy management;
- define time plan;
- make a time plan.

6.3 Work Organisation

In the above example, Radha was able to complete all her work on time. Can you guess why Radha or women like Radha are able to do this? Yes, you are right. Such women create a system of working which is efficient. If you observe the system of working followed by such women you will realise that they plan and organise. They place things in their specific

places. Also they plan their activities beforehand in accordance with the time at their disposal.

On the other hand, women like Sita do not plan and organise their work. They spend much time searching for misplaced things which lead to wastage of time and fatigue. To complete morning activities more smoothly, if only Sita had packed her children's school bags and ironed their uniforms at night, she would have had more time available to her in the morning to finish her other activities.

In addition to this if she would have collected the whole uniform, shoes, socks, bag, water bottle and placed them at one place at night, her children would not have had any problem in the morning and they would have been able to get dressed easily. Even if she had to get her children dressed she would have also found every thing at the right place.

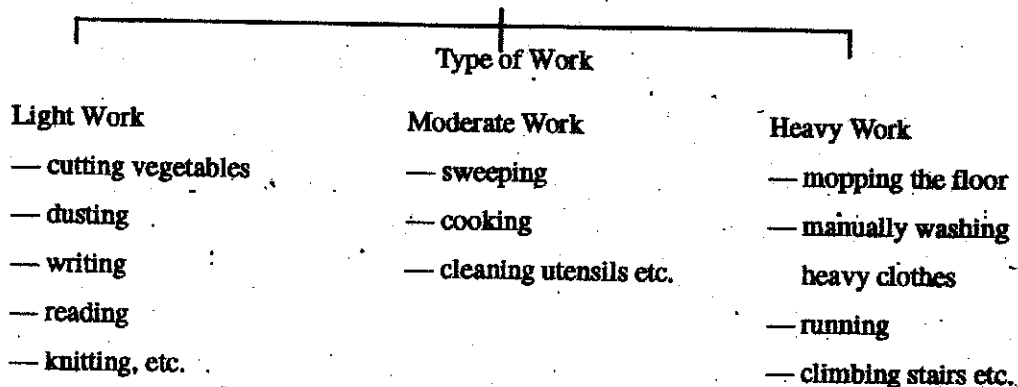
Can you now define "Work organisation"?

Work organisation is planning and performing ones work activities in such as way that they are completed in the allotted time and with minimum expenditure of energy.

How do you do it? To understand this let us know more about work, its sequencing and simplification.

Types of Work

Any activity requires time and energy. Some activities require very little energy whereas others may require a lot of it. You get tired after performing the activities which require a lot of energy. Depending upon the amount of energy required to complete the activity, these have been classified into light, moderate and heavy activities or work. Light work requires minimum amount of energy and heavy work the maximum.



You can enlarge this list by carefully examining each activity that you perform daily.

While planning your daily activities you must understand the nature of each activity and take care that you alternate heavy work with light or moderate work. This will help you avoid getting tired soon and thus improving your efficiency. Remember, efficiency means completing the work within the time limit and spending the least amount of energy.

INTEXT QUESTIONS 6.1

1. Fill in the blanks :

(i) When you save time you can also save.....

- (ii) By managing our time and energy we are able to finish all our work
- (iii) Light work requires energy as compared to work.
- (iv) work requires the maximum amount of energy to be completed.

2. Classify the following into light, moderate and heavy work:

- | | |
|---------------------|------------------------|
| (i) Sweeping | (vi) Mopping the floor |
| (ii) Sleeping | (vii) Cooking |
| (iii) Brisk walking | (viii) Dusting |
| (iv) Reading | (ix) Climbing stairs |
| (v) Sitting | (x) Knitting. |

6.4 Work Simplification

You have learnt that to do work requires energy and different types of work require different amount of energy. You should also know that time spent in completing a job is also related to the amount of energy. For example, you spend more energy if time spent on the task is more. If time spent to complete the job is less, energy spent is also less. It is just like if the task is light you spend less energy and if the task is heavy, you spend more energy. Hence, if the task is heavy but you finish it fast then you spend less energy than when the same task is completed in a longer time. Fig. 6.1 shows this relationship between type of work, time and energy required to complete it.

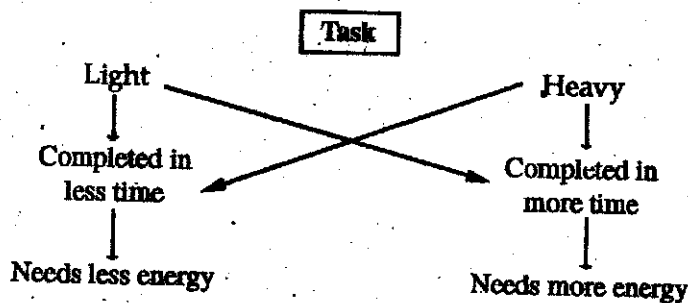


Fig. 6.1

Thus you can reduce the energy spent to complete a job by

- (i) reducing time or
- (ii) making the task simpler.

In fact, if you make the task simpler, you will automatically be spending less time on it. For example, you can use a grater to grate vegetables or you can use a food processor helps you to save your energy because the job is done faster. Similarly, if you collect everything you require for washing clothes before you actually sit down to wash them, you will definitely save both time and energy. Think of the other situations where you would have to get up often for getting something. Thus in both these examples you are simplifying your work to save energy and time. Can you now define work simplification in your own words?

Work simplification is any procedure and / or gadget adopted to save time and energy in doing a particular work.

Work organisation is a more global concept than work simplification. Here, you plan in advance about your activities. You know that if planning is done beforehand you will save time while actually performing those activities. While planning and organising you also think of tools and procedures which could simplify your work.

For example, if you decide to give a party on your birthday, you will first plan about all your requirements and how they are to be achieved — this is work organisation. While actually doing the work for the party you adopt ways which will save your energy, e.g. you use a mixer to grind the masalas, you use paper plates and disposable glasses which do not require any cleaning and washing before and after the party this is work simplification. Can you think of some more ways of simplifying your work while working for your party?

6.5 Methods of Work Simplification

Let us now study about the various ways or methods of work simplification.

(i) *Keeping things within reach* : You are now aware that while working if all the required things are kept within reach and at an appropriate height you are able to finish your work by spending less of your time and energy, e.g., if you are cooking you would like that all the food stuffs, utensils and source of water are near to the place where you are cooking. Also the height at which these things are kept or stored is appropriate. This means that while working you do not have to raise yourself every time you need a thing. The storage containers are labelled and transparent so that you do not have to hunt for the things you require.

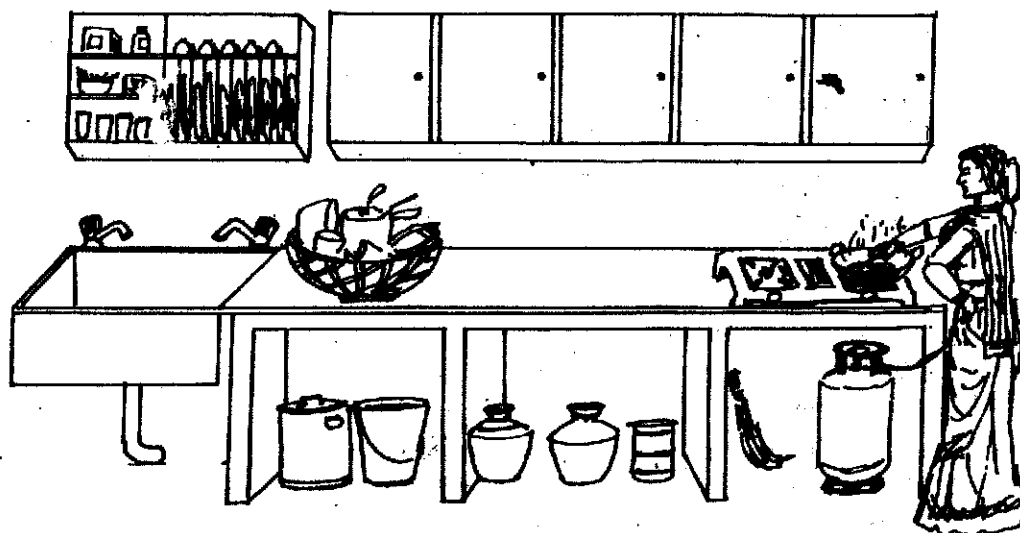


Fig. 6.2

(ii) *Using Labour Saving Devices* — Using washing machines, mixer, etc., for doing your work saves a lot of time and energy. You know now that if you were not using a washing machine to wash clothes you would have to do it manually which would definitely require more energy and also time. Use of a pressure cooker, peeler, chapati maker, spray gun, vacuum cleaner, etc., are some of the other examples of work simplification through use of gadgets.

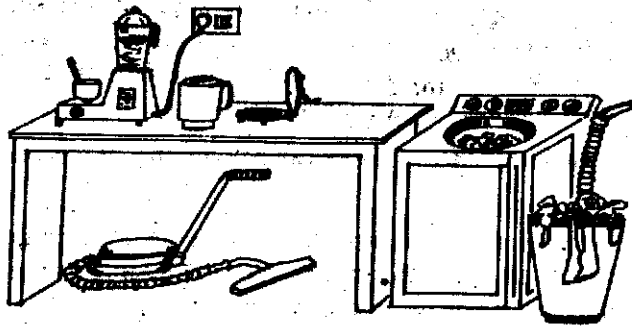


Fig. 6.3

(iii) **Using Appropriate Work Movements** — While doing your work if you cut down all extra movements. You will see that you feel less tired at the end and that you have also saved time. Some of the ways by which you can do this is as follows:

- If you have to carry many things from one place to another you can save your time and energy by using either a tray or a trolley. Compare the number of trips required to lay a table when using both your hands and when using a tray or a trolley. Decide for yourself which is better.

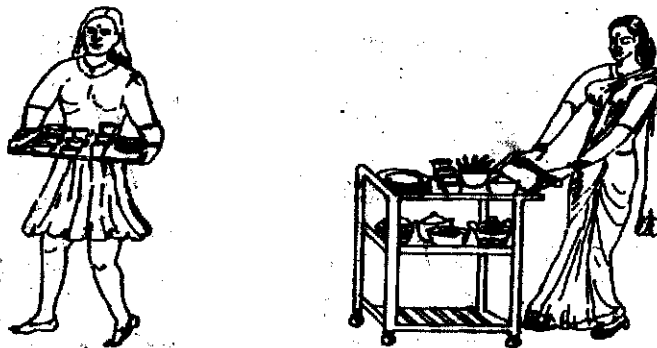


Fig. 6.4

- If you can work with a straight back then why work with a bent back? Keeping your back straight while working saves time and energy. e.g., use a long handled broom instead of the regular brooms to sweep the floor.

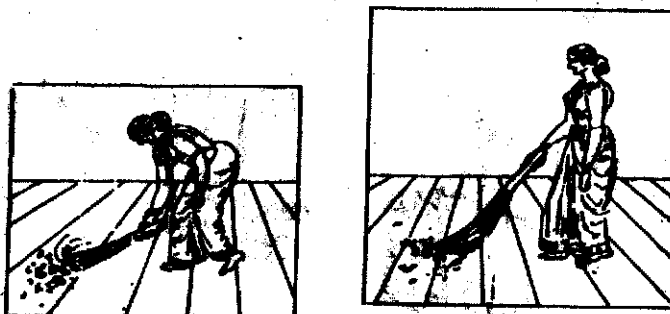


Fig. 6.5

You can save some time by doing all the things that can be done in the same room in one go. For example, if you are making your bed tuck in the sheets in long strides, i.e. spread the bed sheet and bed cover and then tuck them in together instead of tucking them at separate times. Keep utensils directly for drying on the plate rack. Before washing, collect everything needed for washing and the clothes and so on.

(iv) *Changing the work sequence* — Work can be simplified if it is performed in a proper order.

For example, when you have to iron clothes it would be much quicker and easier if you sprinkled water on all the clothes before you start ironing. If you sprinkle water on one cloth and iron it and then on the next and so on it takes much longer.

Similarly, while cooking vegetables it would be better if you put the masala on the stove and while the masala is being cooked you cut the vegetables instead of first cutting all the vegetables and then starting to cook.

(v) *Perfect your skills* — If you practice and perfect a skill you will require less time and energy in doing that work. A tailor or anybody who has learned the skill of stitching can stitch clothes in a much better way and faster than an unskilled person.

(vi) *Using appropriate postures* — When you use the correct postures to do a work you save both on time and energy. For example if you stand and cook you get less tired than when you sit and cook. Getting up from a sitting posture is much more tiresome than standing. Similarly pushing is always easier than pulling.

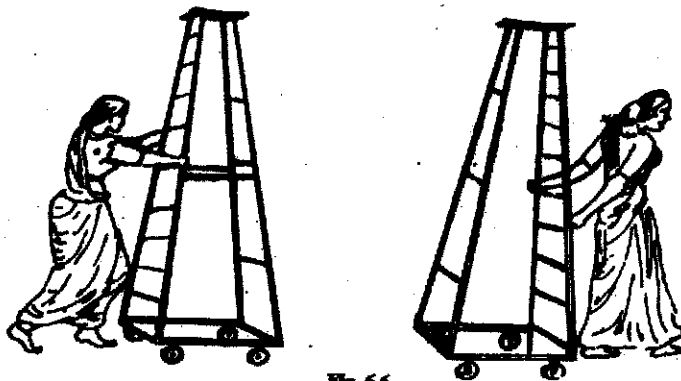


Fig. 6.6

If you put the bucket containing clothes to dry on a stool you will not have to bend everytime you want to pick one article of clothing to dry.



Fig. 6.7

(vii) **Working at appropriate height** — Have you noticed that you feel more tired if you have to work in a kitchen where the work surface is not in accordance with your height? Why? This is because you have to bend or raise yourself. Which of the following method of ironing clothes is the least tiresome for you?

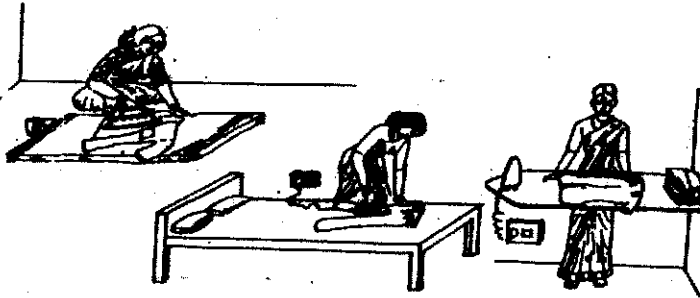


Fig. 6.8

Naturally the third one as it is the most appropriate height.

(viii) **Dovetailing** — Dovetailing is the process of combining two or more activities at the same time. This way you can save both time and energy, e.g. after putting water to boil for making tea, you can knead the dough, heat the milk or cut vegetables till such time as the water gets boiled.

Can you suggest some more activities which can be dovetailed?

(ix) **Using short cuts** — Have you used ginger and garlic paste or onion powder to prepare masala instead of using fresh garlic, ginger and onion each time you cook? What is the advantage? Yes, you save time and energy. You can buy those from market or prepare these and keep it in your refrigerator. Pre-preparations save your time and energy when actually performing the activity. You would also realise that using paper plates instead of normal crockery saves times and energy. Can you say how?

(x) **Attractive working place** — If the work area is attractive and well organised you tend to finish your work fast and spend less energy. This is because you enjoy working in such an environment. This increase in efficiency is mainly because of the mental satisfaction.

INTEXT QUESTIONS 6.2

1. Tick mark the most appropriate answer out of the four options given:

- (i) Work simplification leads to
 - (a) spending less time
 - (b) saving energy
 - (c) saving time and energy
 - (d) use of gadgets.
- (ii) Dovetailing is
 - (a) finishing a job before starting the next.
 - (b) doing two or more activities at the same time.
 - (c) reading a magazine while a job is being completed.
 - (d) using a labour saving device.

- (iii) Correct posture helps us to
- do work on time
 - get enough rest
 - do two activities at the same time
 - save energy

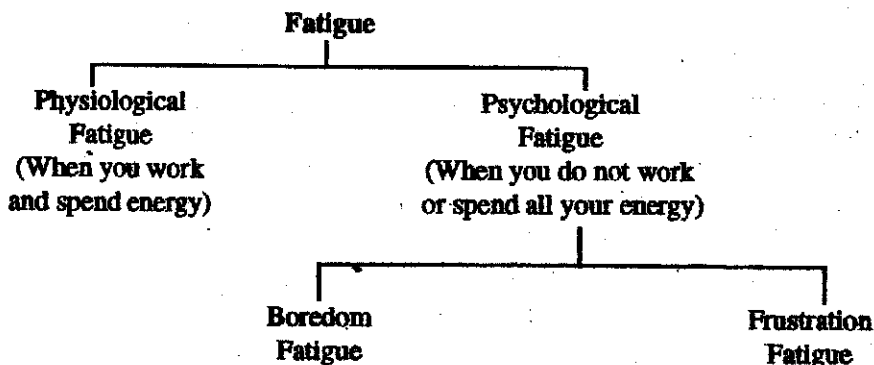
6.6 Fatigue

What happens when you work for a length of time continuously? You feel like resting. This is because the capacity of your body to work has reduced and therefore needs to rest.

The feelings of tiredness causing desire to stop working is called fatigue.

This feeling may come not only because you have worked very hard but also because you have not worked at all or are unable to complete a task. Thus fatigue can be of various types.

Types of Fatigue



(i) *Physiological Fatigue* — It occurs after you perform any physical activity, such as running, walking etc. After performing these activities you feel physically tired because you have consumed the energy available. This is mainly because some waste products get accumulated in the muscles. When you rest for some time these waste products are removed from the muscles.

(ii) *Psychological Fatigue* — You must have noticed that sometimes fatigue may occur even when you have not worked at all or not enough to feel tired. This type of fatigue may be the result of the feeling of boredom or frustration. You feel dissatisfied and restless, experience bodily discomfort and have a desire to stop work. This type of fatigue is called psychological fatigue because there is no physical reason to feel tired.

In fatigue, caused due to *boredom* there is

- discontentment
- yawning
- restlessness
- a desire to stop working

This happens because the

- work is monotonous
- the work is uninteresting
- working conditions are unsatisfactory or dull
- the tools used are troublesome

In *fatigue due to frustration* there is

- bodily discomfort
- general feeling of tension
- unsatisfactory results
- a desire to escape from the situation

This happens because the worker is

- inexperienced
- disturbed too often
- worried
- overworked
- not appreciated

Ways to Remove Fatigue

It is very easy to remove physiological fatigue. All you need to do is take rest and your energy is restored to start your work again. Psychological fatigue can be removed by:

- making the work more interesting
- working in groups and not alone
- having a proper work place
- having proper equipment, e.g. labour saving devices
- developing skills at work
- making the atmosphere pleasant
- reducing mental tension
- appreciating the worker
- giving rewards for good work

6.7 Meaning of Time and Energy Management

If you are able to complete everything you are supposed to do within the time limit and spending least amount of energy you are in fact managing your time and energy well. In other words you can say that :

Making the best use of time and energy available to us is known as time and energy management.

How do you do it? Get into the habit of making a time plan.

A time plan is an advance plan of all the activities to be performed in the allotted time.

A time plan can be made for a part of the day, the full day, a week, a fortnight, a month or even a year. When a plan is made for a longer period of time it is usually written. The plan for short periods of time may be just mental.

Steps involved in making a time plan

How can you go about making a time plan? The various steps involved are :

1. List all the activities to be performed in the allotted time. e.g. in the morning — a working lady has to prepare breakfast, tiffin and lunch, get the children ready for school, get ready herself and go to work.
2. Underline all the activities which need to be done at a definite time, e.g. dropping a child to the bus stop or reaching office on time, etc.
3. Make an estimate of the time required for the activities listed above. e.g. cooking — 45 min, getting ready — 20 min, etc.
4. Arrange the activities in the sequence in which they are to be done, i.e., getting children ready before the mother gets ready herself or cooking and packing of lunch/tiffin can be before the children get ready.
5. Keep in mind the schedule of other family members and make necessary adjustments if required. For example, if the mother is preparing the breakfast, the father can get the children ready for school. But if the father also has to leave at the same time then the mother will have to get the children ready and not wait for her husband's help. Similarly, if on some days the mother has to leave early then the other members will also have to adjust to her schedule.
6. While sequencing, the activities which require similar equipment or work area should be listed together, e.g. in the morning, cooking of breakfast and lunch can be managed together.
7. Once you have done various modifications in the plan write down the final plan.

These were the steps involved when you were making a time plan for a small unit of time i.e., morning or afternoon, or evening. When you make a plan for the whole day or a week you will follow the same steps of making a time plan. But for a plan involving longer periods of time add two other points besides the ones mentioned earlier. These are :

- there should be enough time for rest and entertainment
- the plan should be practical, flexible and realistic

It is always better to be realistic. It is always better to keep 35 min. for an activity which you think will get completed in 30 min. than to keep 25 min. for it and get frustrated on its non-completion on time.

Similarly if you thought that you would be able to tidy your house before leaving for work in the morning but realise that you do not have time left to do it, leave it for the afternoon. Do not feel guilty about it. When you come back from work you can do it then.

Period of Peak Load

There are certain times in each family when the members have to complete a number of activities in a small time. This is known as the *peak load time*. For example, consider a lady who has to go to office. Her morning time is very busy. She has to prepare breakfast, pack tiffins, make arrangements for lunch and get dressed and go to work. This becomes

a period of peak load because all these activities are to be performed within a limited time. The same activities or even more when performed on a holiday do not cause much stress or tension because the time constraint is not there.

While making a time-plan peak loads must be given special attention.

All family members can assist in coming out of such peak load periods or outside help can also be sought to overcome such periods.

To make an effective time plan you should apply all the principles of work simplification.

A Sample Time Plan

(A plan for morning activities for a working woman)

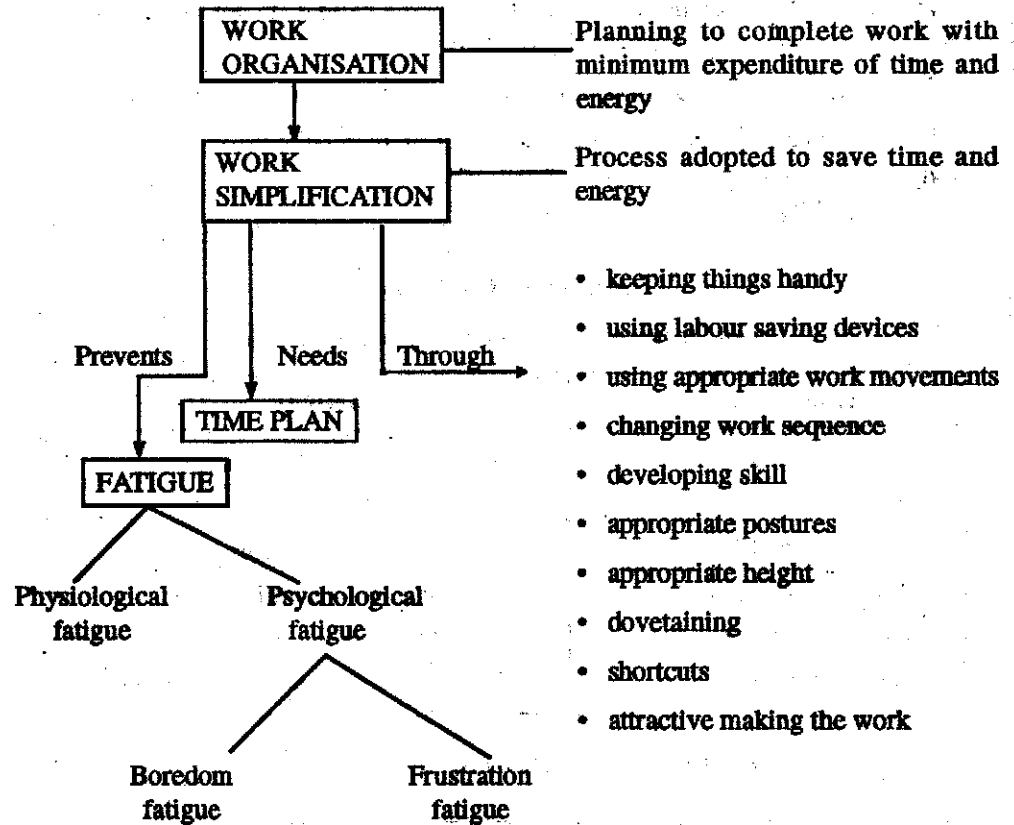
Time	Activity
5.30 — 5.45 a.m.	Wake up, go to toilet, brush teeth
5.45 — 6.00 a.m.	Have tea
6.00 — 7.30 a.m.	Prepare breakfast, tiffins and lunch.
7.30 — 8.00 a.m.	Get ready to go to office
8.00 — 8.15 a.m.	Have breakfast
8.15 — 8.30 a.m.	Lock the house and leave for work

Now you can make a time plan for yourself for the whole day.

INTEXT QUESTIONS 6.3

1. Indicate whether the following statements are true or false by writing "T" or "F" against each statement :
 - (i) To finish all our work, it is necessary to keep working throughout the day.
 - (ii) Knowledge about all the types of work helps in preparing a time-plan.
 - (iii) A time-plan is made for the present.
 - (iv) A time-plan has to be practical.
 - (v) A time plan is prepared for activities to be performed from different categories..

6.8 What You Have Learnt



6.9 Terminal Exercise

1. Your neighbour always complains that he cannot finish his work in time. What should be your suggestions to him?
2. List the steps involved in making a time plan.
3. Giving an example, explain how dovetailing results in saving time.

6.10 Answers to Intext Questions

- 6.1 1. (i) energy
(ii) on time
(iii) minimum, moderate/heavy
(iv) heavy
2. (i) moderate (vi) heavy
(ii) light (vii) moderate
(iii) heavy (viii) light
(iv) light (ix) heavy
(v) light (x) light

6.2 1. (i) (c)

(ii) (b)

(iii) (d)

6.3 1. (i) F

(ii) T

(iii) F

(iv) T

(v) T