



Improvement Initiatives

A publication of
Improvement Initiatives LLC

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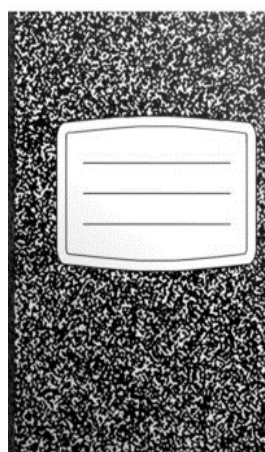


- Interested Reader -

About Our Approach ...

This lean site provides free project management information, speeches, seminars, newsletters, training materials, articles, data collection forms, audit checklists, and web-based courses for uncovering process waste, reducing non-value adding activity, enhancing safety, improving quality, and increasing productivity.

W/ a Personal Notebook, you too can be a Geek! — by Albert J. Perotti, III



**De Old School
Engineer's Notebook:
Your Passport
to
Nerdsville ...**

Like the slide rule or HP35 on your belt, in days of yore (circa 1960's and 1970's) - a personal notebook, electronic or otherwise sets you apart from mere mortals ... and transforms you into the stratosphere of nerds, geeks, and weirdo's.

Basically, it tells the world you are a dweeb. Probably a little on the anal side, task and/ or schedule driven and very detailed oriented.

Perhaps one that watches Star Trek (all T.V. show versions and all the movies —hating “In Search for Spock”) and of course, loving T.V. series The Big Bang Theory... you may even have a “webpage” and/or a “Newsletter” ...

My notebook serves me well, especially in my old age. Instead of trying to remember every little detail, I jot it down in my notebook. Electronic versions looks very technical.

The problem is, carrying the manual one. I must admit, this version (left) looks like I'm going to 11th grade English Composition class.

The electronic versions are way more “hip”.— but I am not only old — but also cheap— so I still have my manual one.

Things I jot down include:

- Airline schedules
- All my grandchildren's birthdays
- Wacky Ideas — out of the clear blue sky

(perhaps to use at a later date...) or perhaps not!

- A daily diary (*someday*)
- Important and unimportant people's names/ phone numbers
- Appointments

Really, whatever information I may choose to put in it.

An advantage is to keep the information in one place and handy. After several of these books are complete - it also shows a history of your thoughts, dreams, and desires.

Lastly, keep a “scrapbook” of work you have completed through the years so when you get a new job you don't have to re-create the wheel.

Live long, and prosper!



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Change — for the better!

Free picture provided from ProjectMgr.net (ZARTECH Inc.)



Here's a Failsafe Way to Accomplish Project Results!

-by Albert J. Perotti, III

My management overlay system starts with a ...

daily “to-do” list. Some call this a “rail” - that is a rotating action item list. I push it a little further to a “CAM” — corrective action matrix.

With my form, if you miss a date, you should list your corrective actions to make up for it. The CAM is the

freeleansite.com v. Getty Images

- by Jay Watson

Getty Images wants \$ 750.00 and I don't want to give it to them.

I run an absolutely free web site focused on productivity and quality improvement tools and techniques. It costs \$7.95 a month to maintain via host monster.

This site has been operating over three years now and has over 50,000 clicks a month.

foundation of a “status system” that does not allow for much grass to grow under the inactive or procrastinating type of individual ... (like I used to be).

In fact, it treats everyone equally as every task should go on the CAM and — it should be looked at

People like what I have to offer. It is not a gimmick but rather a “gimme” ... I give the information freely and without cost to anyone.

I inadvertently posted a registered (and rather generic) picture to entice readers and then immediately removed it when I was notified, as is my policy.

and updated daily. It is handy to color-code items: red—missed estimated completion date (ECD), yellow—coming up, may require some overtime, and of course “green” — on schedule and good to go!

Work on the red's first— every day and night, if that's what it takes!

More elements ... page 2

With no malice or intent to harm (Getty Images) I will continue and ignore their unwarranted bill and their harassment.

PICTURE
NOT
AVAILABLE

“Without the
cost of waste ...”

SPRING 2012

Inside this issue:

Accountability Meeting and a Weekly Report too? 2

Work review and the 'Mid-week Check-up' 2

Keep a Monthly and Yearly Calendar 3

What is a “Look Ahead” meeting? 3

About Our Approach 4

With a Personal Notebook—you too can be a 'GEEK', 'NERD' or 'WEIRDO'! 4

“Quote_Unquote”

“Quality is Free, however — the Management Systems that proliferate it are not!”

- Jay Watson

To learn more about Jay,

“Google” these 4 words:

jay watson free lean



Make the Job You Have the Job You've Always Dreamed Of

-by Joel Garfinkle

Looking for your dream job? One of the best places to look is... your business card! That's right. Instead of joining the millions of others crowding the job market, your dream job can be the one you already have.

Love Your Work can bring new levels of fulfillment into your work life and will allow you to enjoy where you are. You can bring more of you and your passion into your work, change your perceptions, and improve your work habits. Turn your job into a dream job you're excited about going to each day.

Learn Why Joel Garfinkle is a Sought-After Professional, Motivational and Keynote Speaker. Visit:
www.JoelinspirationalSpeaker.com

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Daily Accountability Meeting and a Weekly Report too?

The **Daily Accountability Meeting** is for you and your peers.

In this very short meeting, usually 15 minutes total, tell Management what you are going to work on today. The top 1 or 2 things, that's all.

By the end of day make sure you have done them.

Along with the morning huddle, some organizations have a 4:30pm meeting at the end of the day with the leadership to see what was accomplished and more importantly what wasn't ...

In Production it works well, especially if there is a second or third shift to pick up the slack on what wasn't done.

If your action was not completed that day, the next morning you will be asked for a corrective action. You should anticipate the command and be ready to answer, legitimately, in front of your peers.

Slippages are normal in a Project or Production environment. The 3rd day it slips, however, the Boss will probably want to talk with you privately.

Excuses I have used are: the Dog ate my "To-Do" list, my wife and/or child was in the Hospital with an Emergency, my Mother was on her death bed or I just plain forgot ...

Sometimes they buy one of those. (*Not ...*)

The **Weekly Report** is for you and your boss and/or his/her boss.

The weekly report is a summary of what you did to earn you paycheck.

Headings I have used:

- Accomplished
- Work-In-Progress
- Help Need
- Upcoming events
- Personal (time-off etc.)

The report should fit on one page and be in the same font as all others.

Every Executive Leader, Director, Manager, and Supervisor should demand a written weekly report from their team (subordinates).

Weekly Work Review and Mid-week checkup ...

Meet with your subordinates individually and review their RAIL or CAM list once a week. Ask what you can do to help your employee get

his or her job done. Only talk about what is red or yellow on the list. Leave the session with an action plan on both parties.

Wednesday afternoon, meet the team all together and ask how you can help them accomplish their goals and to-do lists. Bring food and drink to these meetings.

Daily Calendar Drives Action, Accomplishment

A daily calendar is really a "by-the-hour" time allotment chart for tasks that have to be done within the next 24 hours. It plans out your day, or at least tries to. First— plug in your regular meetings. Meetings should not last more than 30 minutes and should always have an agenda — hidden or otherwise.

Leave 50% of your day open for "walk-ins" and time to do actual work. And ... here's an epiphany — work doesn't usually get done in meetings, so your 10 hour day is really about 6 for most Managers. [Please know that most Managers take work home at night.]

Post your daily calendar where all can see and hook it up electronically in MS Outlook or another calendar program so meetings (and meeting reminders) can be programmed. If things slip, make a note why and re-schedule that task for tomorrow. Get something, at least one thing done on your daily calendar by COB or miss dinner with the family.

"Without the cost of waste ..."

What is a "Look-Ahead" Meeting?

For Operation Leaders, a "look-ahead" planning meeting is usually conducted Friday afternoon at 1:30 pm for about a 1/2 hour. Why? & why that particular time?

The first why is answered by the title of the session. It is to plan for any upcoming 'grand' events scheduled for the week ahead. Common items have included upcoming ISO/ AS9100 Audits, Customer or Corporate Visits, Monthly Safety Sessions, Kaizen event(s) or even last minute changes in production scheduling (usually a demand in the planning horizon or perhaps increased work-load directed from a sister plant) or a department-wide scheduled maintenance shut-down affecting a large portion of the operations. There can be at least one or a multitude of reasons to plan ahead.

At 2:00pm, Operating Leadership can take Friday afternoon, Saturday and perhaps, may I dare say it, even Sunday to better prepare for these impending events.

The Yearly and Monthly Calendars

Like the daily calendar, these provide a level of granularity for time allotment.

Yearly:

I have used the yearly calendar to help plan week-long rapid improvement or Kaizen events. They are usually a big commitment on time and require much planning ahead of the event.

This calendar provides visibility for the whole year.

I have circled the dates my travel and expense (T&E) reports are due and, most importantly, I have also used a yearly calendar to plan and track days off work—holiday and vacation.

This comes in handy when you are planning your work week and work month.

If you have a "traveling" type job, you can begin to plan pleasure with work trips, perhaps picking up a three-day weekend here and there.

A yearly outlook provides large blocks of time to prepare for — i.e. taking a full week off at Christmas time.

Picking up on the "at-a-glance" philosophy, this calendar is also good for sharing with family members and planning such things as a family reunion or a Cruise or White Water Rapids/ Hiking Expedition. (*Grand Canyon or Mt. Everest anyone?*)

Monthly:

I have used the monthly calendar to help plan the work week and the week-ends.

I annotate travel days, phone numbers, quarterly reviews, time off, sporting and family events, when reports are due and that kind of thing.

The nice thing about a monthly calendar is it lets you see your life/ work balance. Unfortunately, it may tip a little heavy to the work side. Try hard to plan "quality" time with family and friends, and hold tight to that commitment.

Looking Way Ahead:

I save calendars to help plan for the next year.

If the Fiscal year starts in January, planning for the next year should start in mid-October. That will allow 10 weeks for operations, accounting, and financial final approvals.

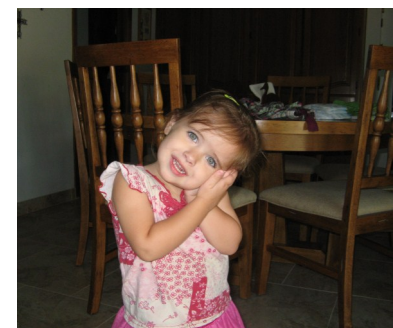


'POST' your daily schedule where everyone can see it. Like setting office hours, it lets others know when you are unavailable or available for a very quick visit. (Appointments should always be scheduled... and last no more than 30 minutes.)

If you have a walled office, SHUT YOUR DOOR and when possible work through your lunch—but not everyday!

Some lunches are used for political reasons or just relaxing with a friend.

It's a free hour to read or do your homework ... or, my case, publish a corny Newsletter.



DID YOU KNOW?

As your life/work balance improves, you'll become more effective, more productive, and more valuable to your team. And instead of feeling trapped, you'll finally be free to focus on the things that matter most.