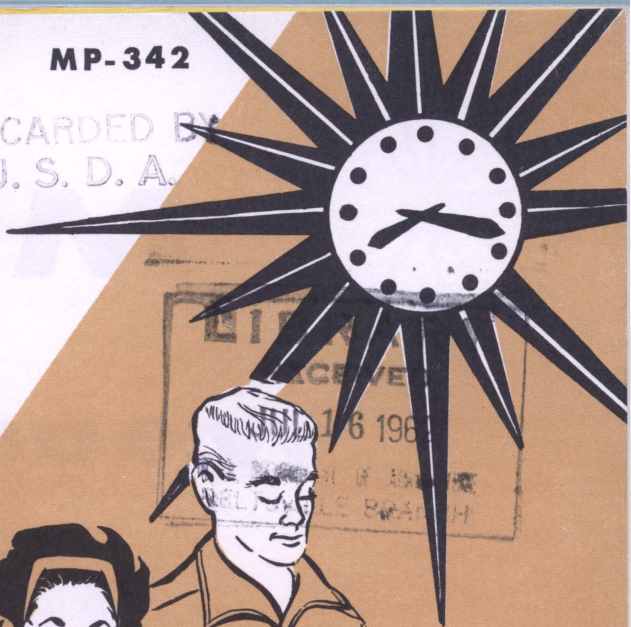


Manage
YOUR
and
ENERGY

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J. E. Hutchison, Director, College Station, Texas



MANAGE

your time



EULA NEWMAN
ELSIE SHORT
WANDA BARKLEY

*Extension Specialists in Home Management
The A&M College of Texas*

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Time and energy

Time and energy are two of your most valuable resources. The way that you use them depends on what is most important to you. For example, would you rather work in the yard than keep dust off the furniture? Would you get more satisfaction from working with a group of young people or from reading a book? Time and energy often will not permit both. You must choose that which is more important to you and your family. To do more of the things that you want to do you may need to change the *management* of your time and energy.

Good management simply means to take what you have and use it the best way you can to get what you need and want. This may be done one or two ways:

- You may accomplish more work with a given amount of time and energy.
- A given amount of work may be done with less time or less energy or less of both.

How do you begin to manage time and energy? A desire to improve the use of time and energy is the first requirement. This involves being willing to change habits and attitudes, if necessary. Steps toward improving the use of time and energy follow: (1) observe and study the way you now use your time and energy in relation to other

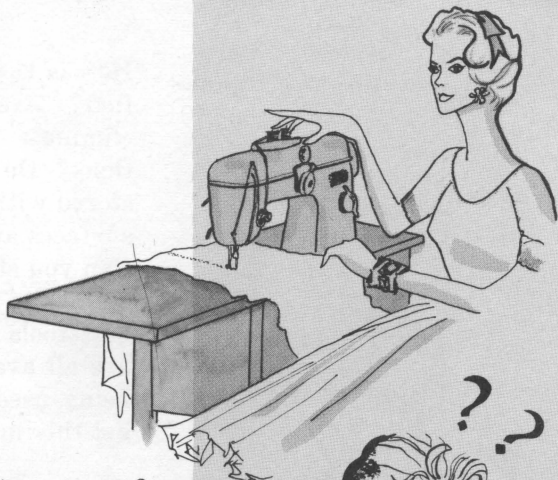
resources; (2) consider other possible ways that may be better for you; (3) decide on changes or new methods to be tried; (4) make the changes or try out the new methods; and (5) accept the outcome and check results before trying it again. Let us examine these steps more closely.

observe and study...



Take a look at the way you now use your time and energy. A record of your activities for a week or more will show how time is being spent. See suggested forms on pages 14 and 15. If you think that some jobs are taking too much time, you may want to see if you can simplify them.

Study one job at a time. Break it down into three parts: get ready, do the job, clean up. Sometimes getting ready or cleaning up takes more time than the actual job itself. Study how time, motions and equipment are now used in connection with the job and ask yourself:



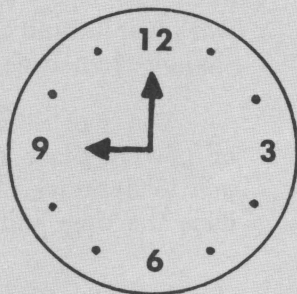
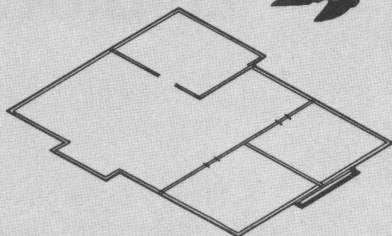
•What is the job? What is its purpose? What are the expected results? A clean baby? — a new dress? — a nutritious, attractive dinner?

•Why is the job done? Is it necessary? If not, would you and your family be satisfied and happy to leave it off?

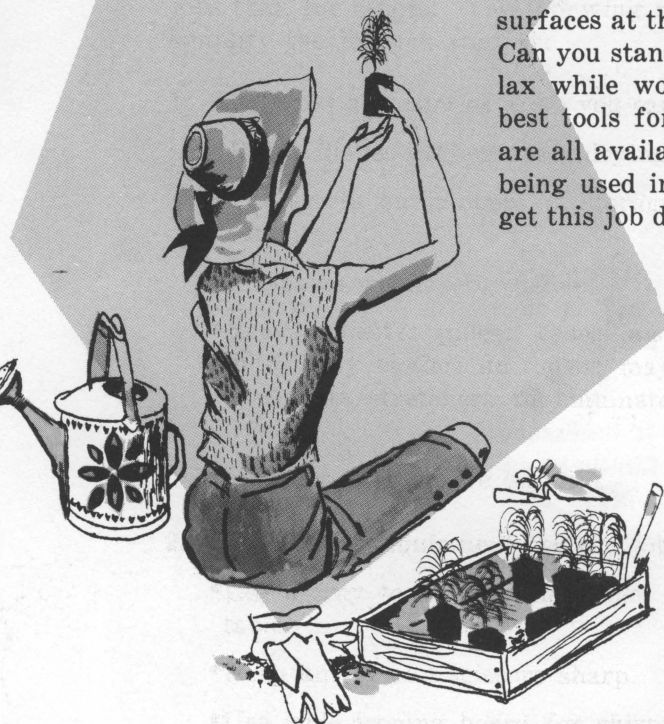
•Who does the job? The homemaker? Another family member? Who could do it better? Perhaps the job can be done by family members working together.

•Where is the job done? Would it be more enjoyable or more comfortable if done elsewhere? You may want to iron and watch television at the same time. Is the workplace arranged conveniently?

•When is the job done? Could it be done at a more convenient time or less often? Is Monday always the best wash day? It may depend on how long the job takes and when it can be done with less pressure.



•**How is the job done?** Could it be simplified? Are your work areas arranged to eliminate unnecessary steps and motions? Do you have tools and equipment stored within easy reach? Are your work surfaces at the most comfortable height? Can you stand or sit comfortably and relax while working? Are you using the best tools for the job? In other words, are all available resources of the family being used in the most efficient way to get this job done?



consider changes or new methods...

There is no one best way to do a job. The same job may be done differently depending on the number and ages of family members, house location and arrangement, household equipment, work habits and knowledge and skills for doing the job. These change from time to time.

You will need to investigate and study all possible changes or new methods before deciding which method will be best for you to do a job. The possible changes that follow may help reduce the time and energy required for some of your jobs.

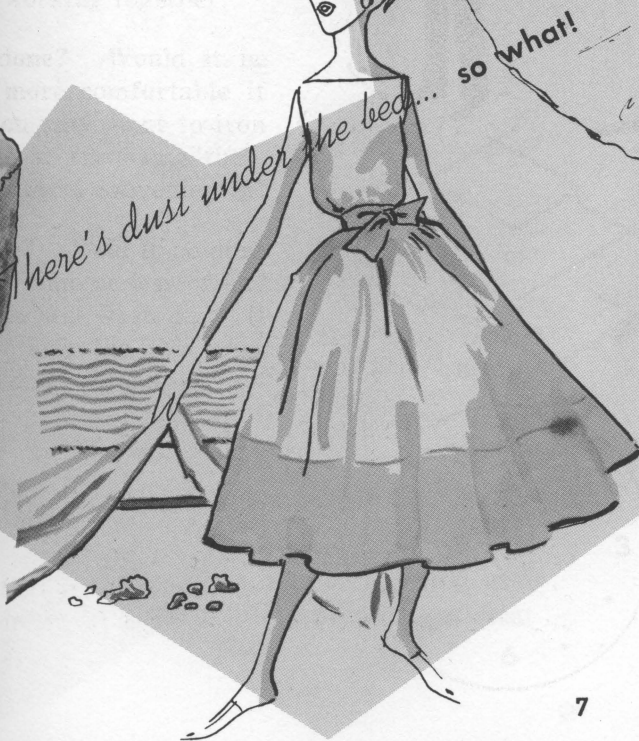
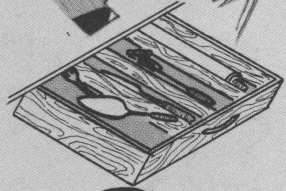
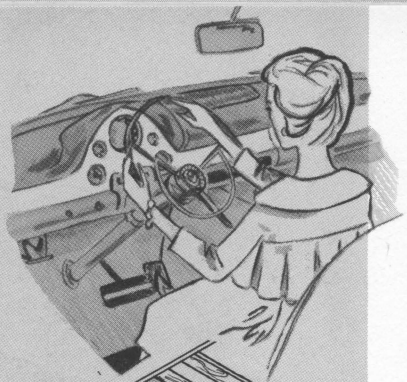
Changes in posture and body motions
(Your muscles are tools—use the right ones correctly for the job you are doing.)

Changes in equipment or arrangement of work areas (These may vary from reorganizing equipment, to making major structural changes in work centers.)

Changes in order of work (Habits can be helpful if you do not always insist on doing jobs the same old way. A change might be quicker and easier.)

Changes in finished product (Examine traditional standards which affect your work. Would something less perfect be acceptable?)

Changes in raw materials (Take advantage of new products on the market —“built-in-maid service”— to simplify your work.)



These changes can be brought about by learning and applying six rules for simplifying work. All six rules may not apply to every job—some will be more helpful for some jobs than for others. The following may suggest ways to simplify the job you studied:

1. Leave out any part of a job you can

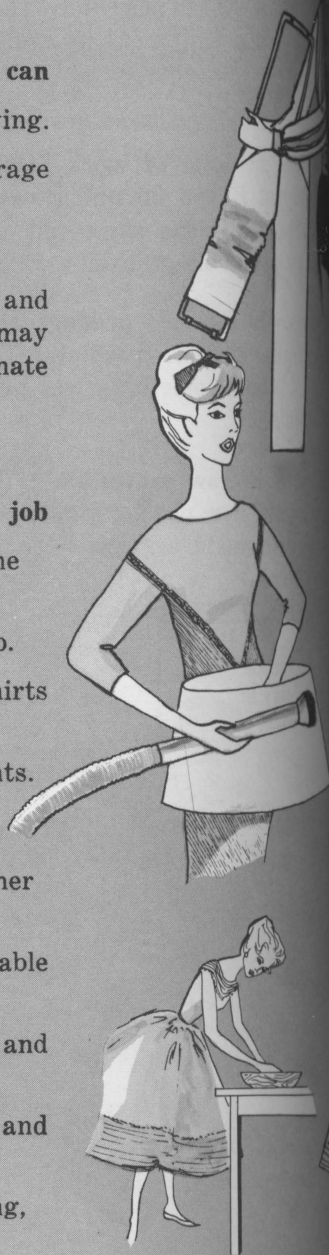
- Drain dishes rather than drying.
- Put shirts on hangers if storage permits.
- Pin-baste whenever possible.
- Leave sheets, pillow cases and most baby clothes unironed; may use pants stretchers to eliminate ironing.
- Make drop or square biscuits.

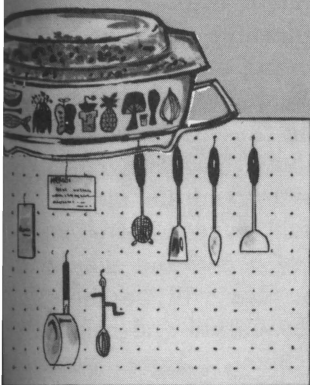
2. Use the best equipment for the job

- Use a tray to set and clear the table.
- Keep knives and scissors sharp.
- Use wide ironing board for shirts and flat work.
- Use vacuum cleaner attachments.

3. Work in comfortable position

- Sit to sprinkle, iron and do other jobs, if comfortable.
- Make work surfaces a comfortable height.
- Have work areas well lighted and ventilated.
- Wear comfortable clothes and shoes.
- Use correct muscles for lifting, pushing or pulling.





4. Combine jobs or parts of a job

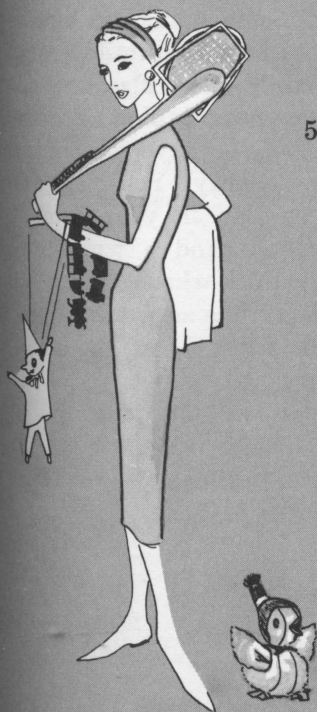
- Fold and sort clothes as they are removed from line or as ironed.
- Cook—serve—store in same dish.
- Cut more than one garment at a time (simple garments such as pajamas, aprons, etc.).
- Double recipe — freeze half and serve later.
- Grow annuals in the vegetable garden.

5. Keep everything within easy reach

- Store equipment and supplies used together near the place they are used first and most often (coffee pot—coffee—spoon).
- Place clothes basket on wheel cart or wagon to avoid stooping when hanging clothes on the line.
- Use half shelves and drawer dividers to help eliminate extra stacking and handling.
- Keep small cleaning supplies together in a container with a handle for easy carrying.
- Arrange sewing materials, supplies and equipment together.

6. Make both hands work

- Dust with both hands.
- Use both hands in putting dishes in or taking out of cabinet and in setting the table.
- Wash cabinet with one hand; dry with other.
- Use both hands in picking up toys, magazines, etc.



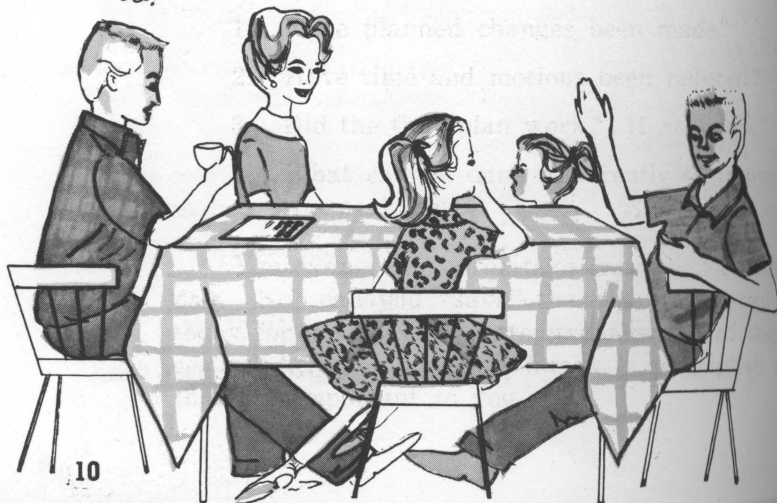
decide and plan...

Now you are ready to decide what changes to make in managing your time and energy. Then you will be ready to make a plan for putting these decisions into effect. Include the family in the decision making and planning. Each member will have a better understanding of *what* and *why* plans are made. He will be more inclined to cooperate and help carry out the plans. More workable plans should result.

Good home managers not only know the best way to do everyday jobs — they know also how to fit them together. A plan is the most useful tool you have for managing time and energy. You may merely keep the plan in your head, but most people find a written plan more helpful when trying something new. See suggested form on page 13. Such a plan should serve mainly as a guide. As well as *what* jobs will be done, the plan should include *who* will do them *when* and perhaps *where*. This is how it can be done.



Who?



1. List all the jobs to be done daily (meals, dress children, make beds) and weekly or occasional jobs (laundry, cleaning, shopping).

2. Estimate the time each job requires. Your record of time use kept earlier should help in making these estimates.

3. Arrange a time plan.

- Indicate when to do jobs that need to be done at regular times and who will do them (meals).

- Group other tasks in order that they are to be done (dishes, bed-making, cleaning).

- Alternate different kinds of jobs—light and heavy, pleasant and irksome.

- Plan to do hardest tasks when most rested.

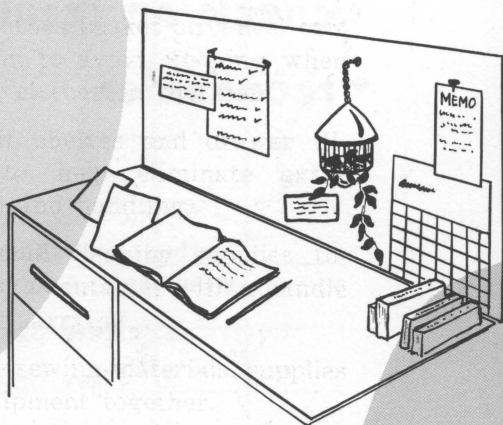
- Allow time for rest periods in morning and afternoon.

- Allow time for interruptions and emergencies—“catch-up” periods.

- Allow time for occasional jobs.

- Allow time for fun.

- If it can't all be done—*tomorrow is another day!*



Aids for making and carrying out plans include:

1. A comfortable, convenient planning center
2. A family bulletin board for: family work plan, lists, reminders, messages, suggestions
3. A place to relax — a comfortable chair or couch.

TAKE ACTION . . .

Doing jobs in a new or different way may not require less time and energy the first time. It requires practice to develop new skills and overcome old habits. Assume a willing attitude; accept things you can't change and become time-and-motion conscious. Put your plans into action and give them a fair trial.

After having worked through one job until you reduce the time and energy required, take another.

- **accept outcome**
- **check on results**
- **reconsider**

Now you have made some changes, tried some new methods and followed a time plan. Were the results satisfactory? Ask yourself:

1. Have planned changes been made?
2. Have time and motions been reduced?
3. Did the time plan work? If not, why?
4. What can be done differently to improve results the next time?

You cannot add to or take from the 24 hours in each day. Nor can you "save" the pep and energy you have today for next week. Better management of these resources will help you and your family to accomplish the things that are important to you.

SUGGESTED FORM FOR SUMMARY OF TIME-USE RECORD

| Examples of Activities | Time Used Daily | | | | | | | Total Hours for Week |
|--|-----------------|---|---|---|---|---|---|-------------------------|
| | S | M | T | W | T | F | S | |
| Personal care and dressing | | | | | | | | |
| Meal planning and shopping for food | | | | | | | | |
| Meal preparation | | | | | | | | |
| Food preservation | | | | | | | | |
| Eating meals | | | | | | | | |
| Clearing and washing dishes | | | | | | | | |
| Cleaning and care of the house | | | | | | | | |
| Care of the family | | | | | | | | |
| Yard and garden work | | | | | | | | |
| Home business and letter writing | | | | | | | | |
| Shopping for home and family | | | | | | | | |
| Washing clothes | | | | | | | | |
| Ironing clothes | | | | | | | | |
| Sewing and mending | | | | | | | | |
| Recreation with family and others | | | | | | | | |
| Community activities | | | | | | | | |
| Sleep and rest | | | | | | | | |
| Other activities (name them): | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

SUGGESTED FAMILY WORK PLAN

| | Morning | Who | Afternoon | Who | Evening | Who |
|----------------------|--------------------|-----|--------------------|-----|--------------------|-----|
| | Jobs or activities | Who | Jobs or activities | Who | Jobs or activities | Who |
| Monday | | | | | | |
| Tuesday | | | | | | |
| Wednesday | | | | | | |
| Thursday | | | | | | |
| Friday | | | | | | |
| Saturday | | | | | | |
| Sunday | | | | | | |
| Weekly or occasional | | | | | | |

Other extension publications which may aid you in managing your time and energy include:

B-233 IRONING A SHIRT

B-927 QUICK MEALS

MP-186 HOUSE CLEANING MADE EASIER

MP-209 KITCHEN STORAGE DEVICES YOU CAN MAKE

L-83 HANGING OUT THE WASH

L-348 ARRANGE YOUR KITCHEN FOR COMFORT AND CONVENIENCE



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