

How Do I Put Tape
Outlines in My Inbox

Or,

Where Did My \$@#&! Day
Go?

A FACTORY of ONE

Applying Lean Principles to Banish Waste
and Improve Your Personal Performance



Daniel Markovitz

 CRC Press
Taylor & Francis Group

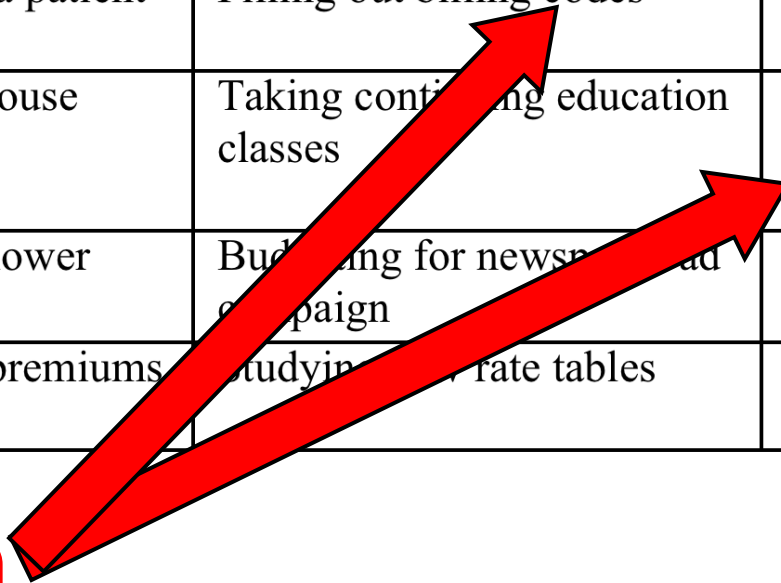
A PRODUCTIVITY PRESS BOOK

What's the **value**?


What's the **waste**?

Job	Value-Added-Activity	Non-Value Added Activity	Waste
Lawyer	Drafting patent claim	Calculating billable hours	Correcting errors made by associates
Shoe designer	Choosing colors and materials	Entering information into product spec sheet	Resending lost files to the factory
Surgeon	Operating on a patient	Filling out billing codes	Waiting to begin a delayed procedure
Architect	Designing a house	Taking continuing education classes	Following up with a materials supplier on delayed samples
Florist	Arranging a flower display	Budgeting for newspaper ad campaign	Replacing a chipped vase
Underwriter	Determining premiums	Studying interest rate tables	Looking for lost paper or electronic files

Duh



Redesign the work.

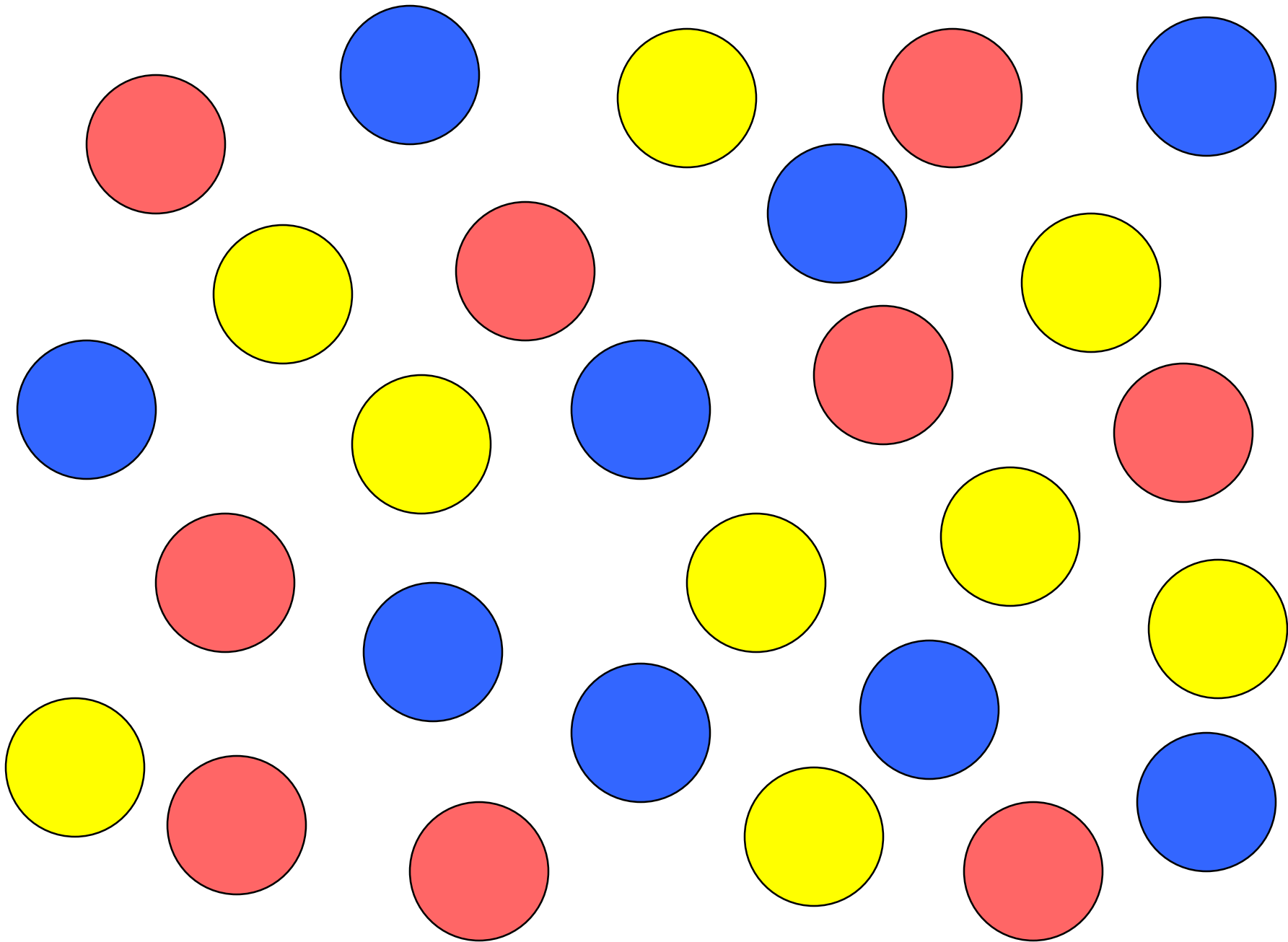


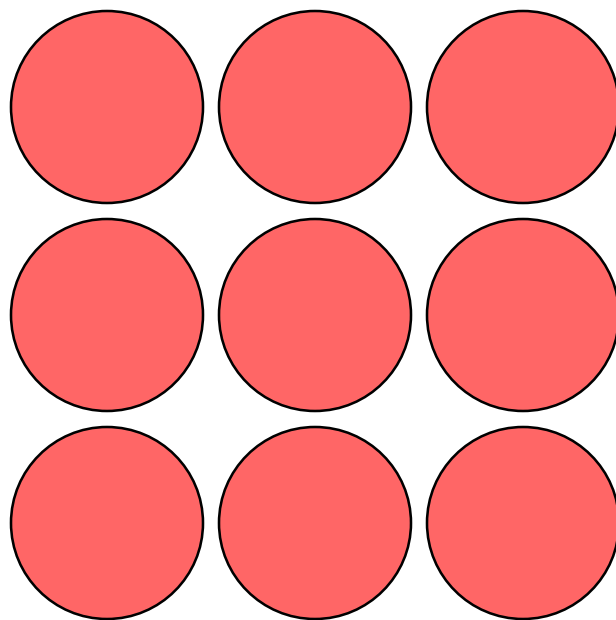
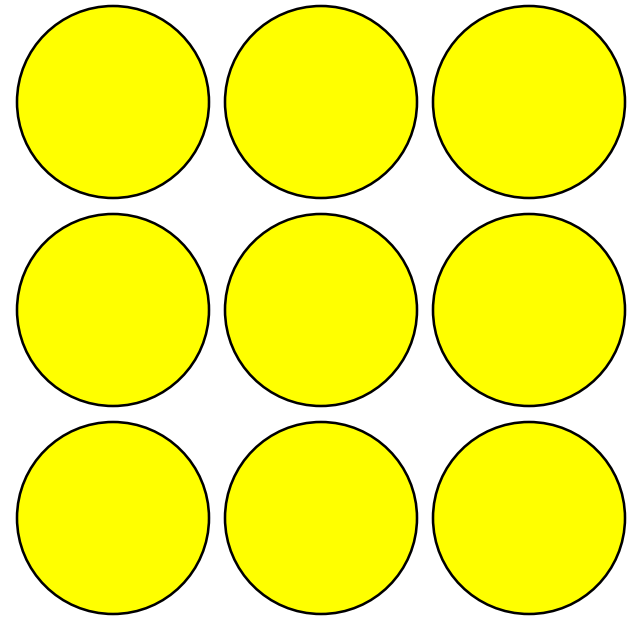
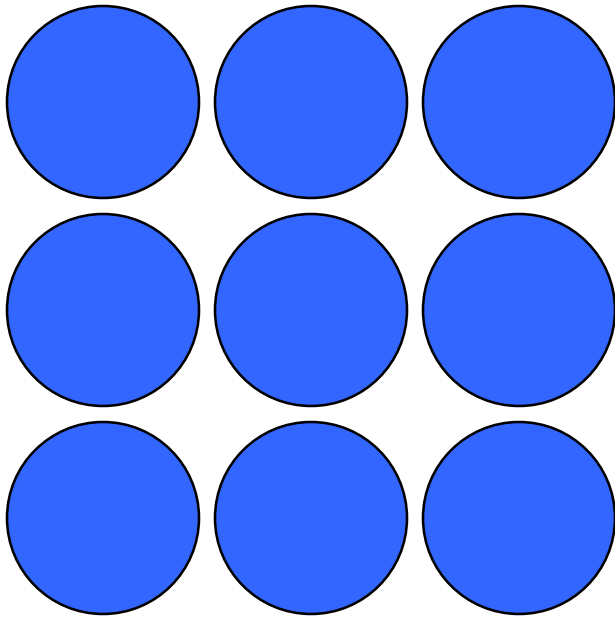
A typical Toyota assembly line in the U.S. makes thousands of operational changes in the course of a single year. That number is not just large, it's arresting, it's mind-boggling. How much have you changed your work routine in the past decade?

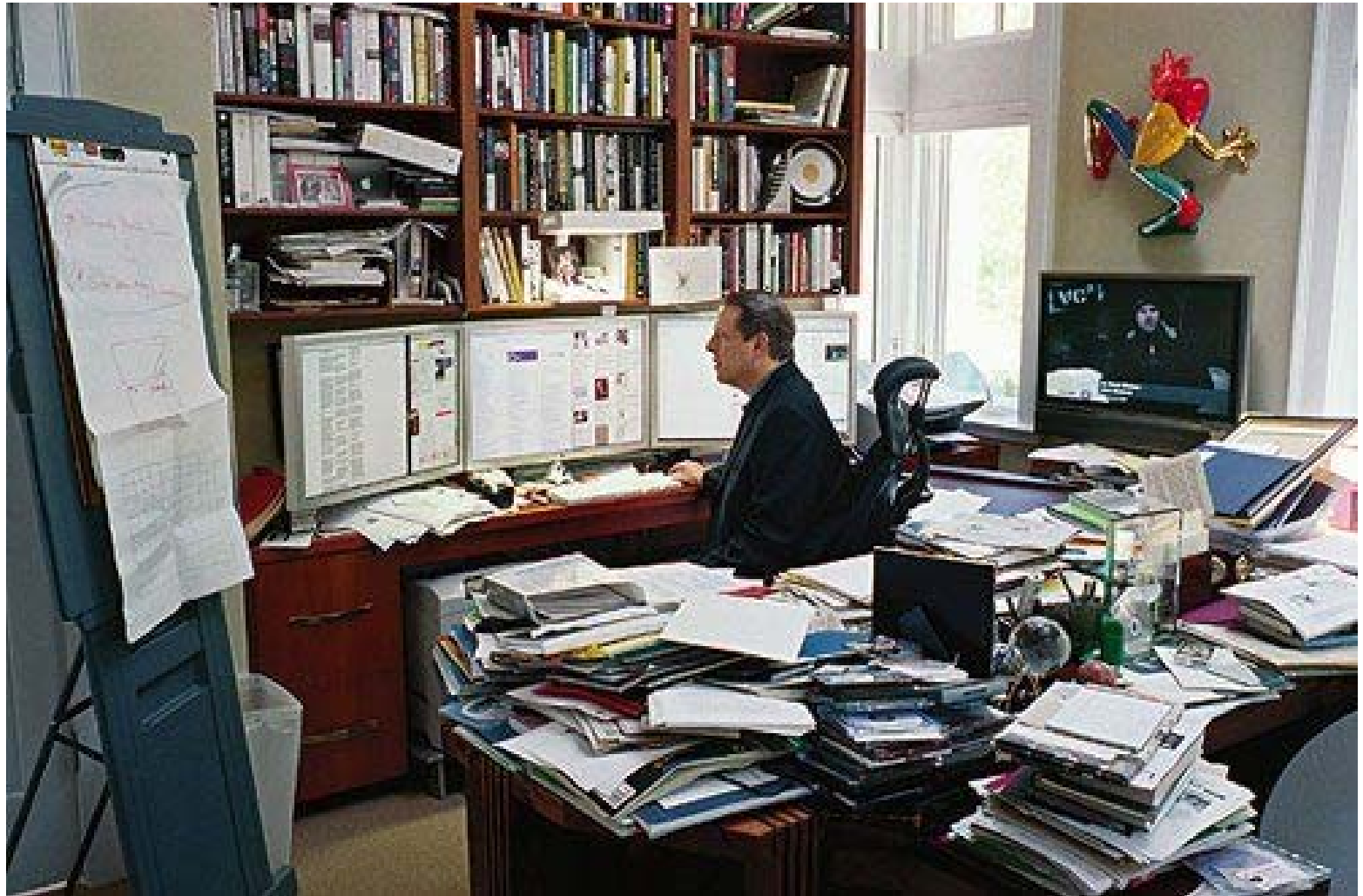
- Charles

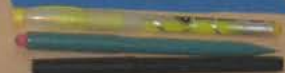
Fishman

Information 5S









Frequency-based Organization

Working files:

- (1) frequent retrieval
- (2) predictable retrieval

Reference files:

- (1) infrequent retrieval
- (2) unpredictable retrieval

Archive files:

- (1) no plan to retrieve, but
have
to retain

“One **step**,
one **second**,
one **yen.**”

Reference
files

Working files





▼ DEVICES

- Milo
- iDisk
- Remote Disc
- Time Machine Backups

▼ SHARED

- LPER1099
- Seymour

▼ PLACES

- Desktop
- Guest
- Applications
- Documents

▼ SEARCH FOR

- Today
- Yesterday
- Past Week
- All Images
- All Movies
- All Documents

Name

▼ 1 Working

▼ Clients

▶ Acme Widgets

▶ Dewey, Cheatem, and Howe

▶ Nebula Industries

▶ Handouts

▶ Invoices

▶ Presentations

▶ Proposals

▼ Writing

▼ 2 Reference

▼ Biz Dev Stuff

▼ Clients

▶ Acme Widgets

▶ Bailey Savings & Loan

▶ Gekko Industries

▶ Taggart Railroads

▶ Financial & Tax

▶ Interesting Articles

▶ Newsletters

▶ Old Presentations

▶ Writing (old articles)

▼ 3 Archive

▶ Legal

▶ Old Tax Stuff

▶ 4 Personal

MAILBOXES

- Inbox 6
- Outbox
- Sent
- Junk
- Trash

ON MY MAC

- Lynn


TIMEBACK

GMAIL

- All Mail 5
- Travel

Sort by Date ▾

- support@oemconsultants.ca 11/29/2012
OEM Lean101 - Lean Leadership Registration Info...
- Amanda Day 3/18/2013
Lean Product Development: Unfinished Video
- TrackingUpdates@fedex.com 4/2/2013
FedEx Shipment Notification
- Carolyn Hill Yesterday
Update on payment
- Ted Ganio Yesterday**
RE: I'll be at CamelBak tomorrow afternoon
- CEO Briefing 11:01 AM
Go Ahead... Drive Your Company Out of Business



**Processed Mail
(The "big pile")**

Unread mail

● **Ted Ganio**

To: Daniel Markovitz , Kerri Tuuri , Jonathan Wambold <JWambold@ca...>
Cc: Suzanne Waters
RE: I'll be at CamelBak tomorrow afternoon

Dan –

Suzanne is working on getting Part #s documented for all parts ne...

Can you move forward with the required math to determine how day shipping? Also, run numbers on kanbans in SDG for monthly Warehouse already and their biggest question will be "How much

Thanks,
Ted

From: Daniel Markovitz [mailto:dan@timebackmanagement.com]
Sent: Wednesday, April 03, 2013 10:15 AM
To: Kerri Tuuri; Ted Ganio; Jonathan Wambold
Subject: I'll be at CamelBak tomorrow afternoon

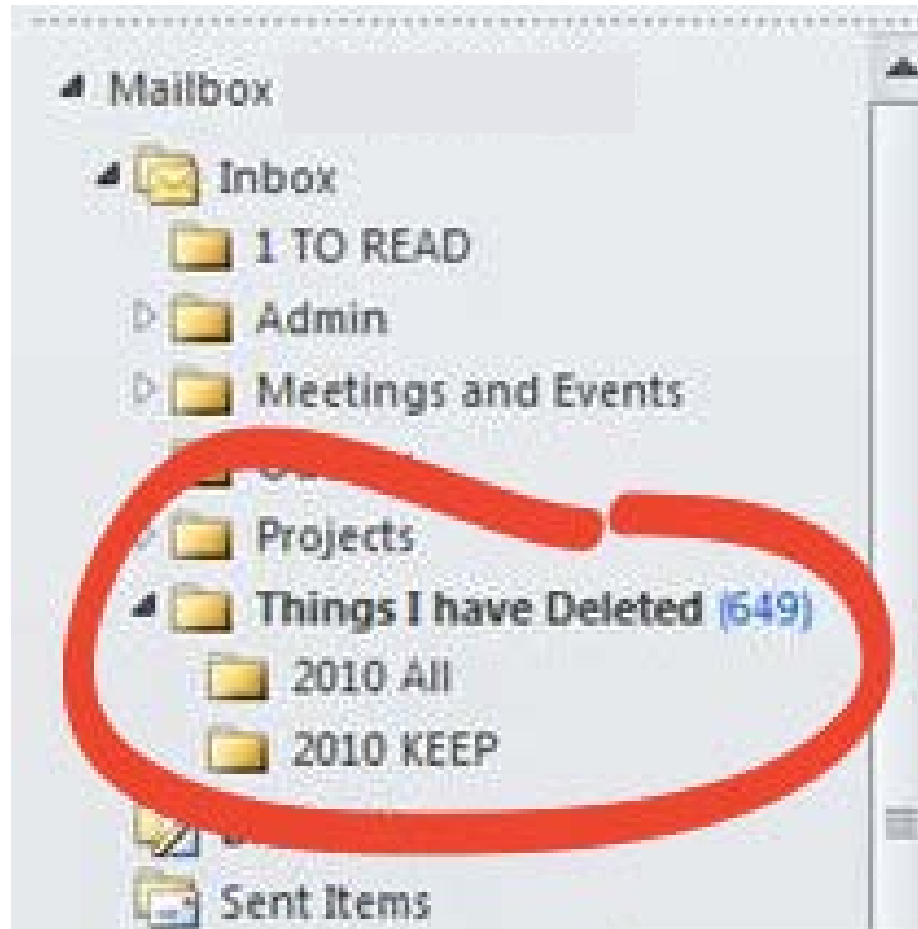
Kerri, Ted, Jon —

I'll be working with Ananda and Liz tomorrow afternoon around

Let me know,

Dan

Daniel Markovitz | Time Back Management



Standard Work

Poll #1

The 4 D's:

Dum

Delegate

Do

Designate

(now)

Mail

Favorite Folders

- Inbox
- Unread Mail
- For Follow Up
- Sent Items

All Mail Folders

- Mailbox - Kim, Kanoti T
 - 2007 Update
 - 2008 LRP
 - 2008 Plan
 - 2008 PMP
 - 2008 Update
 - 2009 LRP
 - 2009 MDW
 - 2009 Plan
 - 2009 Update
 - 2010 LRP (1)
 - 2010 One Month La
 - 2010 Plan (1)
 - 2010 Portfolio
 - 2010 Update (1)
 - 2011 LRP
 - 2011 Plan
 - 2011 Update (1)
 - Close
 - Deleted Items (1)
 - Drafts [8]

Mail

Inbox

Size	From	Subject
8 KB	Mavrogenes, Nick	WebEx
1 MB	Feltovich, Sue M	FW: steps for Milestone Repor
4 KB	Mirgoli, Mariam	RE: Best practice sharing betw
1 MB	Feltovich, Sue M	FW: R&D Systems - Factory
1 MB	Wu, Steven Z	steps for Milestone Reporting
2 KB	Feltovich, Sue M	RE: Open Req Director Email Communication - R&D Systems Vision (DRAFT)
13 KB	Daniel Markovitz	Re: Outlook Train t... the Trainer with Dan Markovitz (Productivity Consultant)
67 KB	Wu, Steven	Reporting System pre-implementation survey - for Sue and Kanoti to review
4 KB	Macias, Joa	Train the Trainer with Dan Markovitz (Productivity Consultant)
3 KB	Bessette, C	ss to RA timeline
3 KB	HU, Grace M	ation Close Out Meeting - Alignment & Planning
3 KB	Wu, Steven	velopment Metrics Handbook
1 KB	Parker, Car	n Close Out Meeting-4/25/11?
21 KB	Daniel Marko	ng Dan to present results to director team

Re: Outlook Train t... the Trainer with Dan Markovitz (Productivity Consultant)

Daniel Markovitz [dan...@...ment.com]

To: Kim, Kanoti T

No problem. See you c

Dan

On Mar 18, 2011, at 9:45 AM, Kim, Kanoti T wrote:

Right-click on message to open the dialog box

- Open
- Print
- Reply
- Reply to All
- Forward
- Follow Up
- Mark as Unread
- Categories...
- Find All
- Create Rule...
- Junk E-mail
- Delete
- Move to Folder...
- Options...

Mail

Favorite Folders

- Inbox
- Unread Mail
- For Follow Up
- Sent Items

All Mail Folders

- Mailbox - Kim, Kanoti T
 - 2007 Update
 - 2008 LRP
 - 2008 Plan
 - 2008 PMP
 - 2008 Update
 - 2009 LRP
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 - 2010 Portfolio
 - 2010 Update (1)
 - 2011 LRP
 - 2011 Plan
 - 2011 Update (1)
 - Close
 - Deleted Items (1)
 - Drafts [8]

Mail

Calendar

Inbox

Size	From	Subject
8 KB	Mavrogenes, Nick	WebEx
1 MB	Feltoch, Sue M	FW: steps for Milestone Reporting System De
4 KB	Mirgoli, Mariam	RE: Best practice sharing between our group
1 MB	Feltoch, Sue M	FW: R&D Systems - Factory View (2).ppt
1 MB	Wu, Steven Z	steps for Milestone Reporting System Demo
2 KB	Feltoch, Sue M	RE: Oper
13 KB	Daniel Markovitz	Re: Outl
67 KB	Wu, Steven Z	RE: Miles
4 KB	Macias, Joan	RE: Outl
3 KB	Bessette, Catherine M	RE: RA a
3 KB	Hu, Grace M	RE: HC A
3 KB	Wu, Steven Z	Product D
1 KB	Parker, Carol R	H/C Alloc
21 KB	Daniel Markovitz	Re: Sche

Select Calendar and click OK

Move Items

Move the selected items to the folder:

- 2011 LRP
- 2011 Update (1)
- Calendar
- Close
- Contacts
- Deleted Items (172)
- Drafts [8]
- Inbox
- Journal
- Junk E-mail [3]
- Non SAP Expense
- Notes
- Outbox

OK Cancel New...

Re: Outlook Train the Trainer with I

Daniel Markovitz [dan@timebackmana

To: Kim, Kanoti T

No problem. See you on Monday morning.

Dan

On Mar 18, 2011, at 9:45 AM, Kim, Kanoti T wrote:

Mail

- Favorite Folders
- Inbox (15)
 - Sent Items
- All Mail Folders
- Personal Folders
 - Deleted Items
 - Drafts
 - Inbox (15)
 - Processed Email
 - Junk E-mail
 - Outbox
 - Sent Items
 - Search Folders
 - Archive Folders
 - Deleted Items
 - Inbox
 - Processed Email
 - Search Folders

Mail

Calendar



35 Items

Inbox

- Arranged By: Date
- Loder, Adrienne
RE: NDA between...
 - Colleen West
RE: I think we're...
 - Vistage Voice**
Vistage Voice: Ex...
 - Bob Emiliani
Re: Nice work on...
 - Jeffrey Gitome**
Jeffrey Gitome's...
 - Stewart, Mary
RE: Here's the pr...
 - Stewart, Mary
RE: Here's the pr...
 - Roland, Susan
RE: Please reserv...
 - Roland, Susan
RE: Please reserv...
 - Alaina Sudeith
following up
 - Petra Sochacky
Re: when do you...
 - bizjournals.com**
Business Services
 - Superfactory**

RE: Please contact me to set up a training plan - Appointment

Appointment Scheduling

Subject: RE: Please contact me to set up a training plan

Location: [Dropdown] Label: None

Start time: Thu 5/22/2008 7:30 AM All day event

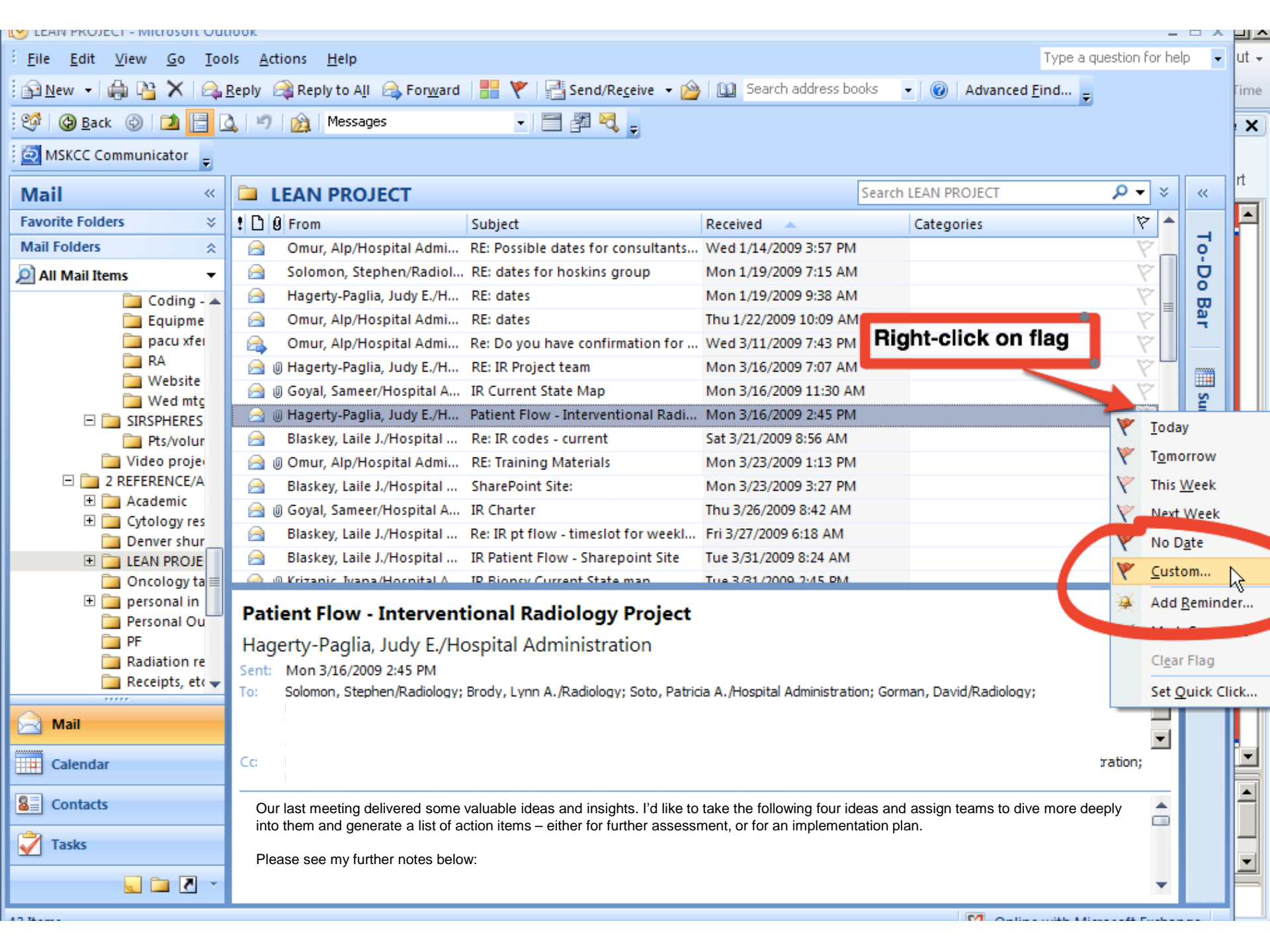
End time: Thu 5/22/2008 8:00 AM

Reminder: 15 minutes Show time as: Busy

RE: Please contact me to set u...



Contacts... Categories...



Right-click on flag

- Today
- Tomorrow
- This Week
- Next Week
- No Date
- Custom...
- Add Reminder...
- Clear Flag
- Set Quick Click...

Patient Flow - Interventional Radiology Project

Hagerty-Paglia, Judy E./Hospital Administration

Sent: Mon 3/16/2009 2:45 PM

To: Solomon, Stephen/Radiology; Brody, Lynn A./Radiology; Soto, Patricia A./Hospital Administration; Gorman, David/Radiology;

Cc:

Our last meeting delivered some valuable ideas and insights. I'd like to take the following four ideas and assign teams to dive more deeply into them and generate a list of action items – either for further assessment, or for an implementation plan.

Please see my further notes below:

Mail <<

Favorite Folders >

Mail Folders >

All Mail Items >

- Coding -
- Equipme
- pacu xfe
- RA
- Website
- Wed mtg
- SIRSPHERES
- Pts/volur
- Video proje
- 2 REFERENCE/A
- Academic
- Cytology res
- Denver shur
- LEAN PROJE
- Oncology ta
- personal in
- Personal Ou
- PF
- Radiation re
- Receipts, etc

Mail

Calendar

Contacts

Tasks

LEAN PROJECT

Search LEAN PROJECT

From	Subject	Received	Categories
Omur, Alp/Hospital Admi...	RE: Possible dates for consultants...	Wed 1/14/2009 3:57 PM	
Solomon, Stephen/Radiol...	RE: dates for hoskins group	Mon 1/19/2009 7:15 AM	
Hagerty-Paglia, Judy E./H...	RE: dates	Mon 1/19/2009 9:38 AM	
Omur, Alp/Hospital Admi...	RE: dates	Thu 1/22/2009 10:09 AM	

Custom [?] [X]

Flagging creates a to-do item that reminds you to follow up. After you follow up, you can mark the to-do item complete.

Flag to: Follow up

Start date: Tuesday, September 04, 2012

Due date: Tuesday, September 04, 2012

Reminder: Tuesday, September 04, 2012 5:00 PM

Clear Flag OK Cancel

Patient Flow -

Hagerty-Paglia, Judy E./Hospital Administration

Sent: Mon 3/16/2009 2:45 PM

To: Solomon, Stephen/Radiology; Brody, Lynn A./Radiology; Soto, Patricia A./Hospital Administration; Gorman, David/Radiology;

Cc:

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Please see my further notes below:

To-Do Bar

Sun 6:00 PM: Dinner...

Today: 3 Tasks

Calendar

Day **Week** Month Show work week Show full week

September 2012

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

All Calendar Items

My Calendars

- Calendar
- Personal Calendar
- Calendar in Archive

New Group

People's Calendars

- IR Clinic/Radiology
- zzCAL_IR_MD_Sche
- zzcal_RAD_IR_Sche
- zzCAL_SIRTEX_PATIE

How to Share Calendars

Open a Shared Calendar

Mail

Calendar

Contacts

Tasks

September 03 - 07, 2012

Search Calendar

	3 Monday	4 Tuesday	5 Wednesday	6 Thursday	7 Friday
	MSKCC Legal Holiday (L)				
7 am					
8:00					
9:00					
10:00					
11:00					
12 pm					
1:00					
2:00					
3:00					

Tasks

Show tasks on: Due Date

Patient Flow - Inte...

File Edit View Go Tools Actions Help

Patient Flow - Interventional Radiology Project - Message (Rich Text)

Message

Reply Reply Forward Delete Move to Create Other Categorize Follow Mark as Find
to All to All Folder Rule Actions Up Unread Related Select Find

Respond Actions Options Find

Follow up. Start by Tuesday, September 04, 2012. Due by Tuesday, September 04, 2012.

From: Hagerty-Paglia, Judy E./Hospital Administration Sent: Mon 3/16/2009 2:45 PM
To: Solomon, Stephen/Radiology; Brody, Lynn A./Radiology; Soto, Patricia A./Hospital Administration; Gorman, David/Radiology;
Cc:
Subject: Patient Flow - Interventional Radiology Project

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Please see my further notes below:

Calendar

September 2012

S M T W T F S

26 27 28 29 30 31 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 1 2 3 4 5 6

All Calendar Items

My Calendars

Calendar

Personal Calendar

Calendar in Archive

New Group

People's Calendars

IR Clinic/Radiology

zzCAL_IR_MD_Sche

zzcal_RAD_IR_Sche

zzCAL_SIRTEX_PATIE

How to Share Calendars

Open a Shared Calenda

Mail

Calendar

Contacts

Tasks

Tasks

2:00

3:00

Show tasks on: Due Date

Patient Flow - Inte...

Double-click on the task, and the email opens

Calendar

Day **Week** Month Show work week Show full week

September 2012

September 03 - 07, 2012

Search Calendar

S	M	T	W	T	F	S
26	27	28	29	30	31	1
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- zzCAL_SIRTEX_PATIE

How to Share Calendars

Open a Shared Calenda

Mail

Calendar

Contacts

Tasks

3 Monday 4 Tuesday 5 Wednesday 6 Thursday 7 Friday

MSKCC Legal Holiday (L)

7 am

8⁰⁰

9⁰⁰

10⁰⁰

11⁰⁰

12 pm

1⁰⁰

2⁰⁰

3⁰⁰

Tasks

- Today
- Tomorrow
- This Week
- Next Week
- No Date
- Custom...
- Add Reminder...
- Mark Complete**
- Clear Flag
- Set Quick Click...

Show tasks on: Due Date

Patient Flow - Inte...

Mail <<

Favorite Folders >>

Mail Folders >

All Mail Items >

- Coding - >
- Equipme >
- pacu xfer >
- RA >
- Website >
- Wed mtg >
- SIRSPHERES >
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- Video proje >
- 2 REFERENCE/A >
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- Denver shur >
- LEAN PROJE >
- Oncology ta >
- personal in >
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- Receipts, etc >

Mail

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LEAN PROJECT Search LEAN PROJECT

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Omur, Alp/Hospital Admi...	RE: dates	Thu 1/22/2009 10:09 AM	
Omur, Alp/Hospital Admi...	Re: Do you have confirmation for ...	Wed 3/11/2009 7:43 PM	
Hagerty-Paglia, Judy E./H...	RE: IR Project team	Mon 3/16/2009 7:07 AM	
Goyal, Sameer/Hospital A...	IR Current State Map	Mon 3/16/2009 11:30 AM	
Hagerty-Paglia, Judy E./H...	Patient Flow - Interventional Radi...	Mon 3/16/2009 2:45 PM	<input checked="" type="checkbox"/>
Blaskey, Laile J./Hospital ...	Re: IR codes - current	Sat 3/21/2009 8:56 AM	
Omur, Alp/Hospital Admi...	RE: Training Materials	Mon 3/23/2009 1:13 PM	
Blaskey, Laile J./Hospital ...	SharePoint Site:	Mon 3/23/2009 3:27 PM	
Goyal, Sameer/Hospital A...	IR Charter	Thu 3/26/2009 8:42 AM	
Blaskey, Laile J./Hospital ...	Re: IR pt flow - timeslot for weekl...	Fri 3/27/2009 6:18 AM	
Blaskey, Laile J./Hospital ...	IR Patient Flow - Sharepoint Site	Tue 3/31/2009 8:24 AM	
Krizanic, Ivana/Hospital A...	IR Biopcy Current State man	Tue 3/31/2009 2:45 PM	

"Marked complete"



Patient Flow - Interventional Radiology Project

Hagerty-Paglia, Judy E./Hospital Administration

Follow up. Completed on Friday, February 24, 2012.

Sent: Mon 3/16/2009 2:45 PM

To: Solomon, Stephen/Radiology; Brody, Lynn A./Radiology; Soto, Patricia A./Hospital Administration; Gorman, David/Radiology;

Cc:

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- Mail
- Calendar
- Contacts
- Tasks

Day Week Month Show work week Show full week

September 03 - 07, 2012 Search Calendar

	3 Monday	4 Tuesday	5 Wednesday	6 Thursday	7 Friday
7 am	MSKCC Legal Holiday (L)				
8 ⁰⁰					
9 ⁰⁰					
10 ⁰⁰					
11 ⁰⁰					
12 pm					
1 ⁰⁰					
2 ⁰⁰					

Well-managed emails

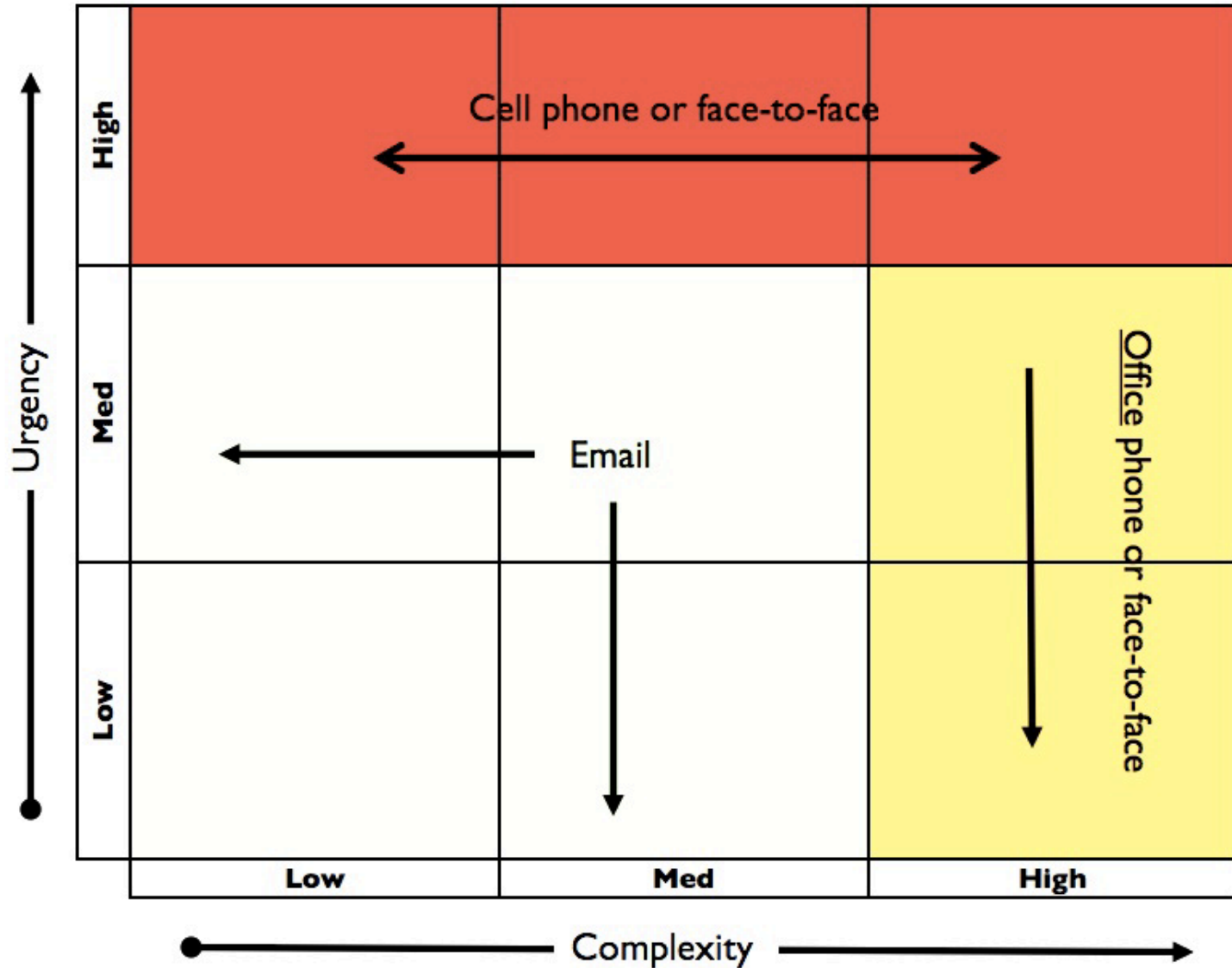


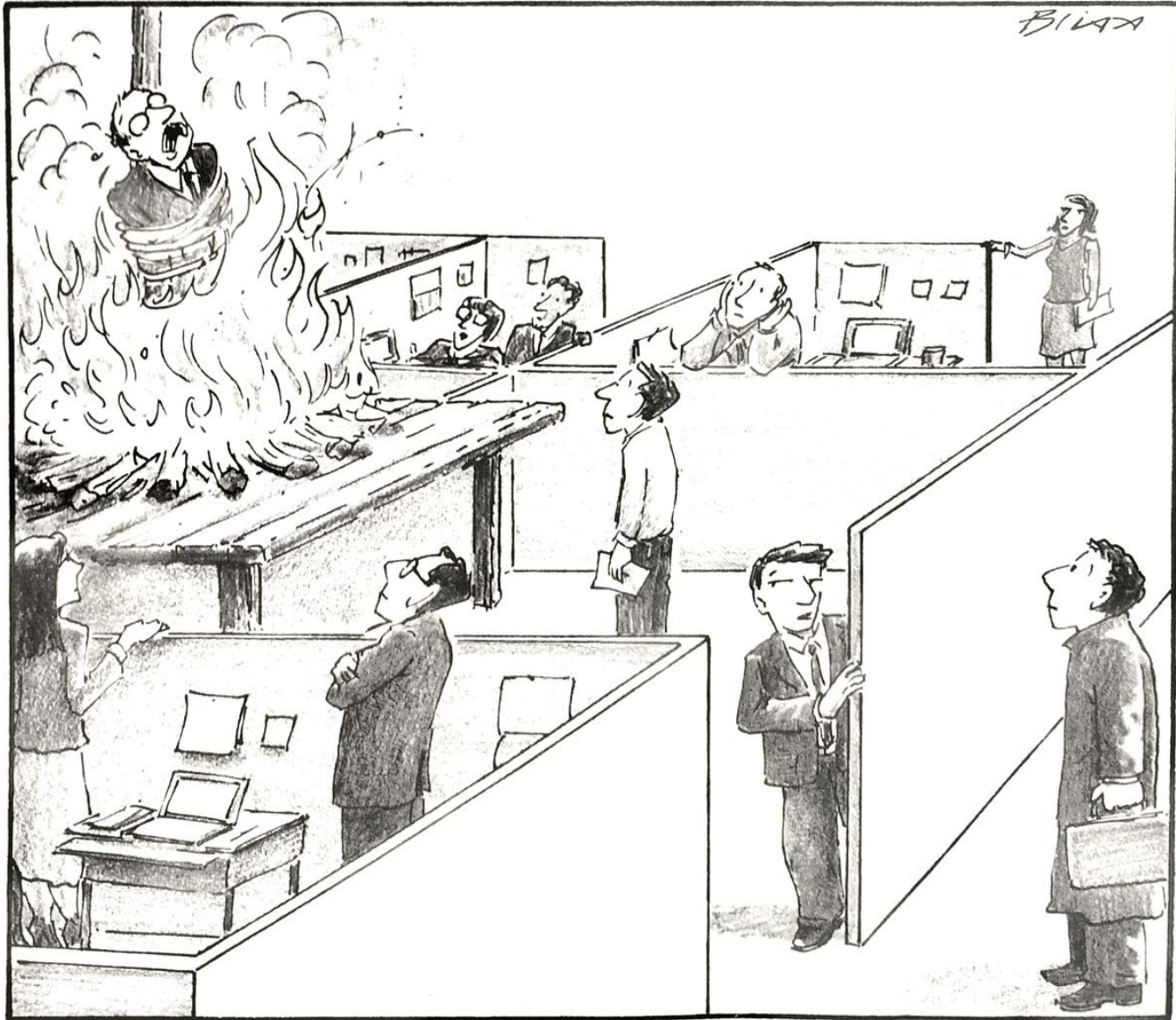
Tasks

how tasks on: Due Date

Patient Flow - S...	<input type="checkbox"/>	Patient Flow - Inte...	<input type="checkbox"/>	SharePoint Site: ht...	<input type="checkbox"/>	IR Charter	<input type="checkbox"/>
IR codes - curr...	<input type="checkbox"/>					RE: dates	<input type="checkbox"/>
						Re: Do you ha...	<input type="checkbox"/>

Communication Standard Work





"He replied all."

STANDARD WORK

STANDARD= ALL PREP COMPLETED FOR EVERY MEETING

CURRENT
WEEK

Out of
Office

12/5 12/15 12/22 12/29

START OF THE WEEK:

1. BOARD PREP



2. MEETING PREP



3. DOCUMENT PREP

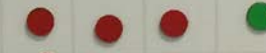


DURING WEEK:

4. GEMBA ROUNDS



5. ATTEND RPIW REPORT OUTS



6. TEAM HUDDLE



END OF WEEK:

7. SEND THANK YOU NOTES



8. COMPLETE OUTLOOK TASKS



9. PAPER: FILE or DELETE



10. REVIEW: 1:1's FROM WEEK



11. REVIEW WEEKLY DATA



LEADER STANDARD WORK

DAILY

- AM LOAD HEIJUNKA
- GEMBA
- HEREFORD OPS HUDDLE
- LF/MS CHECK-INS
- PROJECT/EMAIL (1 HR.)
- PM LOAD HEIJUNKA
- MK TIME (15 MIN.)
- CROWDING STD. WORK

	M	Tu	W	Th	F
AM LOAD HEIJUNKA	●	●	●	●	●
GEMBA	●	●	●	●	●
HEREFORD OPS HUDDLE	●	●	●	●	●
LF/MS CHECK-INS	●	●	●	●	●
PROJECT/EMAIL (1 HR.)	●	●	●	●	●
PM LOAD HEIJUNKA	●	●	●	●	●
MK TIME (15 MIN.)	●	●	●	●	●
CROWDING STD. WORK	●	●	●	●	●

- CICARE DEPT. RNDs.
- CICARE MNG. RNDs
- SOPs



MONTHLY

	SEP	OCT	NOV	DEC	JAN
CICARE DEPT. RNDs.	●	●	●	●	●
CICARE MNG. RNDs	●	●	●	●	●
SOPs	●	●	●	●	●

QUARTERLY

	Q1	Q2	Q3	Q4
CICARE EVG. RNDs.	●	●	●	●

WEEKLY

- TIER 4 WALL UPDATES
- OPS MTG. PREP
- OPS MTG.
- JH 1:1 PREP
- JH 1:1
- NEXT WEEK PREP
- THANK YOU CARDS

	1/5	1/12	1/19	1/26
TIER 4 WALL UPDATES	●	●	●	●
OPS MTG. PREP	●	●	●	●
OPS MTG.	●	●	●	●
JH 1:1 PREP	●	●	●	●
JH 1:1	●	●	●	●
NEXT WEEK PREP	●	●	●	●
THANK YOU CARDS	●	●	●	●

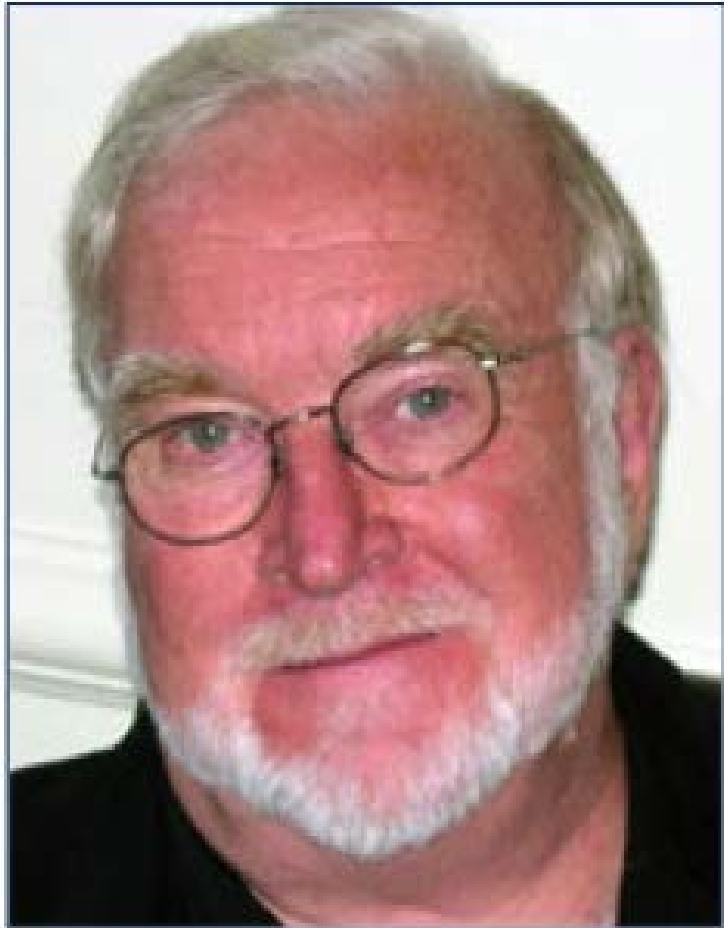
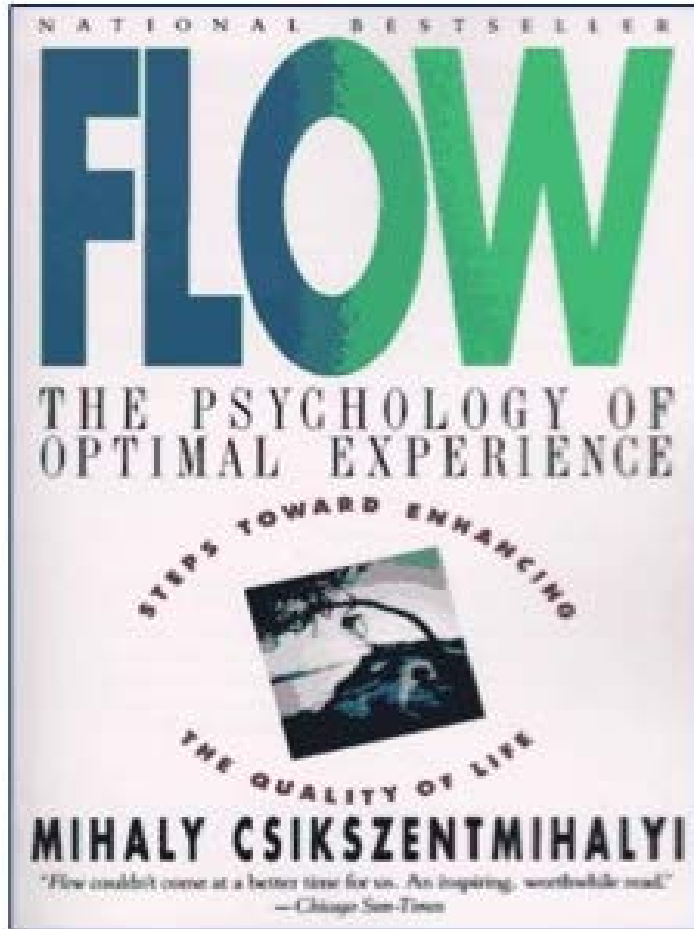
Dashboard & SOPs Submission Deadlines


Flow,

or

Getting **in the Zone**

Mihaly Csikszentmihalyi





To be effective, every knowledge worker needs to dispose of time in fairly large chunks. To have small dribs and drabs of time at his disposal will not be sufficient, even if the total is an impressive number of hours.

- Peter Drucker

Please Note – New Signal

Interrupto-Meter



Available
- Short consultation only

FOSTER GOOD COMMUNICATIONS - AUTOMOTIVE TEAM VALUES

DOT
GRID
JOURNAL

Busy

- Please do not disturb

BE SUPPORTIVE - AUTOMATICALLY

DOT
GRID
JOURNAL

**Currently out
of the office**

DEVELOP KNOWLEDGE - AUTOMOTIVE TEAM VALUES

Avoid self-interruptions

Tue, Feb 10

Read & edit book on clutter
Final reading: Selling to Big Companies
edit the bibliography
take notes (or not)
Make date to meet Finance
Call Zach
Call Andrew re Peter doing editing
take photos of refrigerator
Get product that to bridge for spices
Put refrigerator on Craigslist
Put the dog
~~Put the dog~~
Call boards re: hotel re: sale by
Read "office" chapter in *Intelligence* Guide to Law
kick - not able to attend NSJ session
Read "Pursuit of Elegance"
Blog post - Sell Cedar Hill - not a list
Call half re: near downtown
Read newspaper
Florida hotel renovations
Florida phone renovations
Agenda for tomorrow: browser session re: read to log
Start drafting my chapter of book
Process email
Put chronic disease surveys into spreadsheet
Email
Next blog post: creating "nudges" to change behavior

Poll #2

Batch email





The Art of Choosing



SHEENA IYENGAR





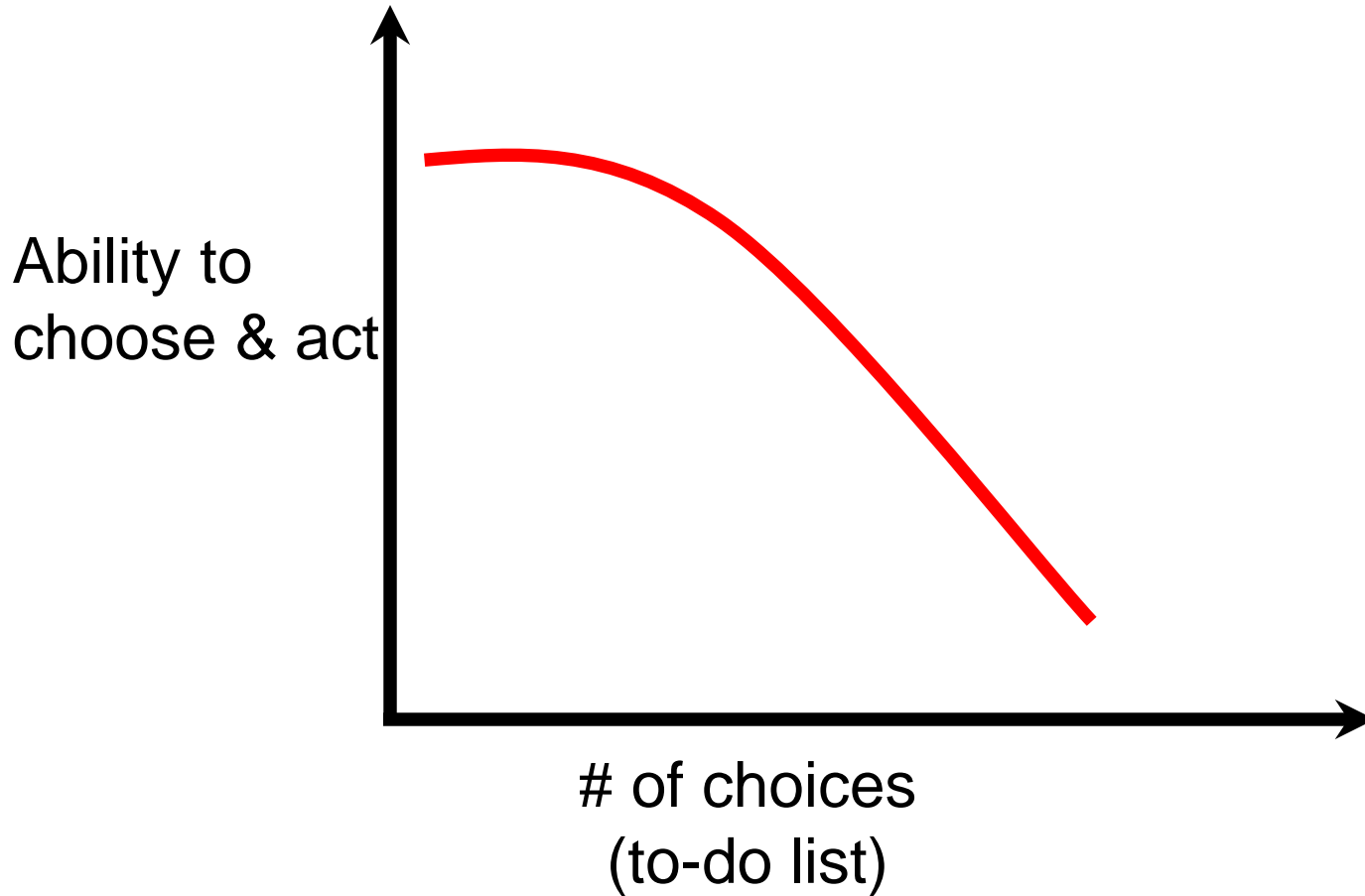


MONSTROMART

WHERE SHOPPING IS A BAFFLING ORDEAL



Choice is Paralyzing



Visual Management

Calendar

My Calendars

- Calendar

Current View

- Day/Week/Month
- Day/Week/Month View
- Active Appointments
- Events
- Annual Events
- Recurring Appointment
- By Category

Open a Shared Calendar...
Customize Current View...

Mail

Calendar

	Mon, May 26	Tue, May 27	Wed, May 28	Thu, May 29	Fri, May 30
8 am					
9:00	Worst-First Process Email	Worst-First Process Email	Worst-First Process Email	Worst-First Process Email	Worst-First Process Email
10:00		Complete performance evaluation for Sarah		1:1 with Roger	1:1 with Nancy
11:00	Prepare for QPR		Directors meeting	1:1 with Alice	
12 pm				1:1 with Paul	Powerpoint slides
1:00	Process Email	Call top 5 new hir Process Email	Process Email	Process Email	Process Email
2:00	Start writing grant proposal	Revise budget			Grant proposal
3:00		Start writing grant proposal	Grant proposal		
4:00				Start Powerpoint presentation	WorkLean maintenance
5:00	Process Email	Process Email	Process Email	Process Email	Process Email
6:00					

May 2008

S	M	T	W	T	F	S
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

TaskPad

Click here to add a...

- Follow up w/ Maur...
- Follow up on Merr...
- Make B-day dinner...
- Send flight info to...
- Mail D/L renewal
- Follow up with Bob...
- Call David re: pric...
- Email Sandy re: pr...

PERSONAL

SALES

EVENTS

WRITING

TO DO

DOING

DONE

WAITING FOR

CONFERENCE
M.I.
&
SERVICES

INTERVIEW
ANDREW

BOOK

BOOK
DRIVE
2002

I W/ DMH.
PROD IS
WRITE AS.

APPLY
PRINCETON
LECTURE

APPLY FOR
2018
PRINCETON
RES.

RESEARCH
LEHMAN

WRITE
LEHMAN

Film
LECTURE

WALKING
TV -
CHICAGO

COMPILE
SHOW
REEL

MATTEL
CHECK IN

SCHEDULE
FIVE CALLS

HOTVIA
PROPOSAL

5 CALLS
An
WALKING
APPLICABLE
FOOD

WRITE
APP TO

NOTE
OF VISIT
LEHMAN

1 PG
VCL

SEND
APP

ROG ->
SA

VAL RES
->
JUSTIN

WRITE
HOME
LIST

WRITE
HOME
LIST
FOR VCL

SEND
LEHMAN
(MAY)

BOOK
SCHEDULE

BACKLOG

WAITING ON OTHERS

WORKING ON (30%)

POP UP/ MUST DO (1)

DONE

JIM

WAZ

KEVIN

JOE

REPLACE HAZ
CHECK IN FUEL

ESTIMATE
REPAIRS FROM
IN DP

Handwritten note on yellow sticky

Handwritten note on green sticky

Handwritten note on blue sticky

REMOVE CORROSION
DRAIN IN DP
FREEZE LINE
3A-202

Handwritten note on blue sticky

REPLACE IN W
WITH 2000 GALS
IN 300 BARREL

Handwritten note on yellow sticky

Handwritten note on yellow sticky

2000 GALS OF
3000 PSI IN
3000 BARREL

Handwritten note on blue sticky

REPLACE #10
LAMPING FROM
1500 IN DP

Handwritten note on green sticky

Handwritten note on orange sticky

Handwritten note on blue sticky

Handwritten note on orange sticky

Handwritten note on green sticky

Handwritten note on green sticky

Handwritten note on green sticky

Handwritten note on blue sticky

Handwritten note on green sticky

Handwritten note on yellow sticky

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Handwritten note on yellow sticky

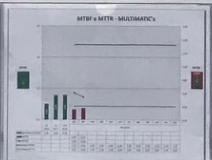
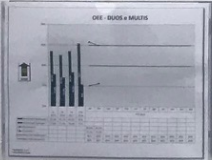
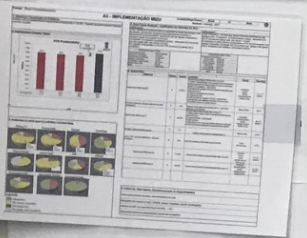
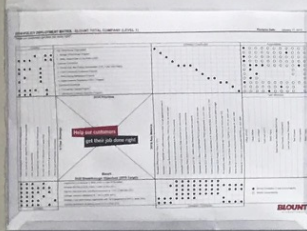
Handwritten note on orange sticky



BLOUNT
INTERNATIONAL

CI - DMS

TEAM MEMBERS	Activities		Planned				On going	Done	Task		Kaizen	Informative
	Project	Macro	Tuesday	Wednesday	Thursday	Friday	What will you do today?	LSW	Performance	Improvement		
	50ER	Requisitos EM 56					FE 2104	Semana 14 Standard Work CI LSW-Anderson	CI	Kaizen quantity - Anderson 2015	General	
	55EK						FE 2104	Semana 14 Standard Work CI LSW-Graci	CI	Kaizen quantity - Graci 2015	ILUO	
	55						FE 2104	Semana 14 Standard Work CI LSW-Jorgemes	CI	Kaizen quantity - Jorgemes 2015	Indicators	
	55						FE 2104	Semana 14 Standard Work CI SW-Ricardo	CI	Kaizen quantity - Ricardo 2015	5S CI	
	TPM						FE 2104					



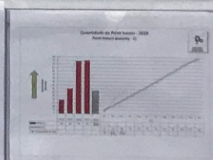
Temporary Indicator

5S - SENSO DE ORGANIZAÇÃO

Ter um lugar para cada coisa, e cada coisa em seu lugar.

O que é preciso ser feito:

- Identificar e eliminar o excesso de estoque.
- Organizar o espaço físico para facilitar o acesso e a produtividade de seus colaboradores.
- Manter o ambiente limpo e organizado.
- Manter o ambiente seguro e saudável.





917 364 1864



dan@markovitzconsulting.com



www.markovitzconsulting.com



[@danmarkovitz](https://twitter.com/danmarkovitz)