Anthony Williams

Assignment 5.2

6/30/24

A screenshot of a computer screen

Description automatically generated

**Estimated Cycle Time: 18 hrs**

**Analyzing Lean Metrics**

**Early Morning:** This segment includes waking up at 10:00 AM, checking my phone (email, Bitcoin price, social media), and a 20-mile stationary bike ride while watching TV. This segment takes approximately 1 hour and 10 minutes.

* **Optimization:** Checking the phone first thing in the morning is a non-value adding activity, and sometimes causes me to stay in bed longer than I should. I could monitor this by using a time tracker to maintain my schedule. Though watching TV while biking helps the time go by, I could optimize this by watching something educational or listening to an audiobook/podcast instead. Even though time savings for this segment would be little to none, time usage could be improved.

**Mid-Morning:** This involves showering, having breakfast, packing lunch, and feeding the dog, taking around 30 minutes.

* **Optimization:** I meal prep on the weekend, so lunches are ready to go. I could do the same for breakfast by prepping the night before after getting home from work. This change could save around 10-15 minutes, giving me more time with the dog and my partner and also a more relaxed start to the day.

**Work Commute:** My work commute starts at 11:15 AM, and I usually listen to podcasts or audiobooks during this time. I arrive at work by 12:45 PM. Total commute time is 1 hour and 30-minutes.

* **Optimization:** My commute is optimized to consume educational content, making it a value-adding activity. I use specific apps that help to store and process the information I learn without distracting me from driving. The only significant change I could make here would be to stay local instead of commuting home, which would free up a few hours a day for other activities. This would also reduce wear and tear on my car and save on gas.

**Work:** The work segment begins at 1:00 PM and includes tie-ins with management and production teams, a 5:00 PM meeting, a break to call Jess, starting all my daily tasks, an 8:00 PM lunch, and finishing my tasks while studying coursework until 1:30 AM. Total time for this segment averages 12.5 hours, depending on the work required that day.

* **Optimization:** For this segment, I need to ensure that meetings are concise and productive. I could incorporate tools like meeting agendas and action points to keep discussions focused. Regular breaks should be timed effectively to maximize rest without disrupting workflow. I could batch similar tasks together to reduce context switching and improve productivity. I also need to get better at delegating/turning down less important tasks. On less busy nights when I can leave work earlier, the time savings should be allocated to sleep.

**Evening:** Evening activities include leaving work around 1:30 AM, watching a TV episode on the commute home, arriving home by 3:00 AM, eating a snack, showering, and going to bed by 4:00 AM. This segment lasts about 2.5 hours.

* **Optimization:** I could replace watching TV on the commute home with listening to something more relaxing to help prime my body for sleep. Late night snacking is a non-value adding activity, and should be replaced with something healthier, like a glass of water. I also shouldn’t perform any stimulating tasks after arriving home, as this will reduce the quality of my sleep. Light exposure should be limited during this time.