



Column 1	Column 2
Prep Food	3 hours 30 minutes
Faciliate food safety audit	30 minutes
start morning meeting	15 minutes
go over positions/ expectations	5 minutes
validate drawers are up to standard	30 minutes
perform dining room check	15 minutes
Morning Rush	2 hours
perform shift change for next manager	1 hour
<b>Estimated Time</b>	<b>7 hours total</b>

**Eliminating Waste:** One way I can reduce waste is by first delegating the task of dining room check to the cashier. This will give me 15 more minutes to prep food or 15 more minutes to perform the next shift change.

**Workflow Orchestration:** When not in our ecosure season, I would not have to do a food safety audit. I could then in theory start my morning meeting and send the crew on break before opening the store. This would allow us to be ready for the morning rush.

### Conclusion:

This diagram helped me understand and helped fix my time management when opening.