Value Stream Mapping
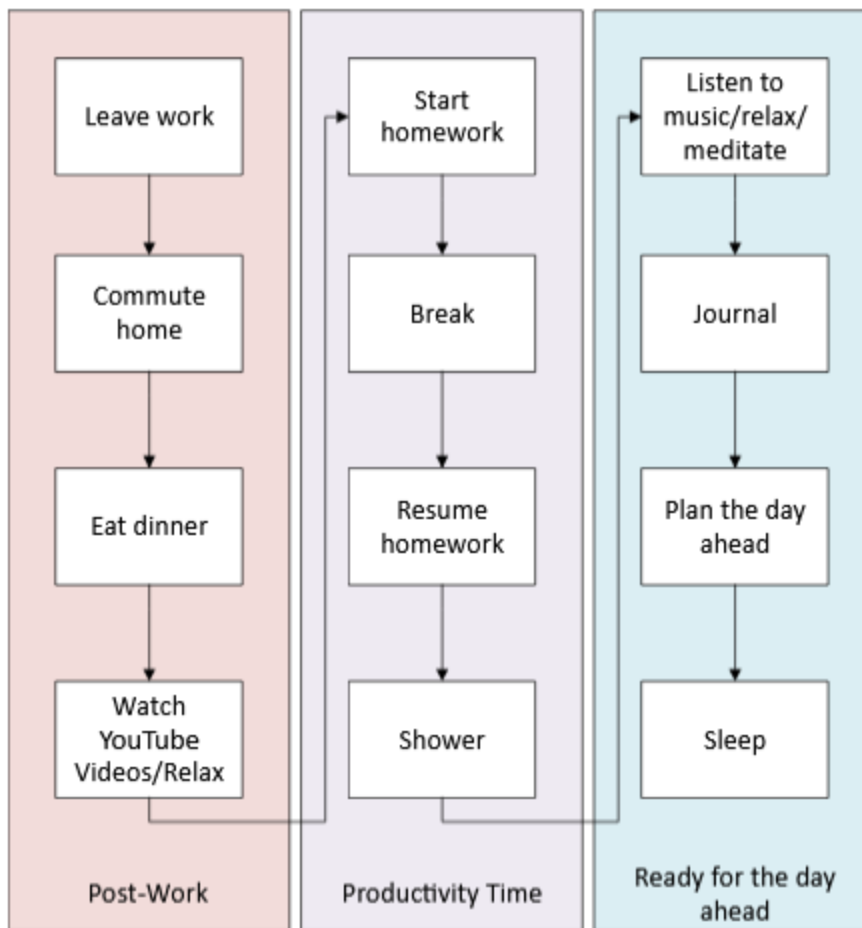

Bella Apo

Assignment 5.2

CSD380

February 2, 2024

Analyzing Lean Metrics:

Estimated Average Flow Time:

Post-work	1 hour 55 minutes
Productivity	4 hours
Ready for the day ahead	1 hour 50 minutes

Estimated Cycle Time: 7 Hours 35 Minutes

Optimizing my after-work routine:

To make better use of my time after work and create space for activities that I enjoy, I need to identify the areas in my life where time can be saved. Currently, assuming I leave work around 4:00PM, my routine extends until around 11:30PM. This period limits my sleep to under eight hours, and that is under the assumption that I fall asleep right away. This lack of rest can impact my productivity and overall well-being.

Identifying Areas for Improvement

A key area of inefficacy for me is the time spent watching YouTube after work and getting distracted. While it provides a method of relaxation, it often extends longer than necessary and cuts into my productive time. To address this, I need to establish clear boundaries and set fixed time limits for my YouTube consumption. By keeping it intentional, such as limiting it to 30 minutes while I eat my dinner, I can still enjoy myself while unwinding without sacrificing other important priorities.

Preserving Self-Care and Stability

While some areas of my after-work routine require optimization, my bedtime habits of journaling, showering, and meditation time, are essential parts of self-care for me. These activities provide mental clarity, relaxation, and a sense of normalcy after a demanding day. Since their timing remains consistent, they should be protected rather than minimized in my daily routine.

- o Reducing Distractions: On average, I tend to waste about an hour a day watching YouTube videos before I get myself started on homework. This is typically because the content I enjoy typically comes in longer-form structures. I could make moves to limit this time to 30 minutes, rather than an hour, giving myself a cooldown period, to allow myself to reclaim some valuable study time while still allowing myself to perform my daily unwinding tasks.
- o Streamlining homework: Frequent distractions can prolong my study sessions. By implementing the Pomodoro method (25 minutes of focus, 5-minute break) I can help to improve my efficiency while reducing my excessive distractions and procrastination. This could reclaim lost time for other necessary activities that I do not have time for until my weekend and getting to bed earlier.
- o Prepping for bed earlier: Journaling, music, and meditation help me to unwind. But, sometimes, it can extend my bedtime quite substantially. Establishing a cutoff time of an hour earlier (ex. 10:30PM) could help to ensure that I have a consistent sleep schedule, allowing me to sleep the required and necessary 8 hours a week. This will allow me to be more focused, allowing me to get more tasks done, improving my productivity.

Workflow Orchestration

Reordering tasks for better flow, cutting back time spent on unnecessary things. Instead of eating dinner while scrolling on my phone (which is a problem in and of itself), I could combine this time with my YouTube watching. This consolidates time for more important things, productivity, and relaxation.

Homework Location Optimization: Moving my workspace away from distractions, like my phone or installing social-media blockers on my desktop could help to enhance my focus. Using a desk with minimal clutter will also help to improve my workflow.

Pairing Activities: As ridiculous as it sounds, I find it hard to listen to music while doing other activites as it is a sacred, and special part of my day. I love spending time listening to and discovering new music. However, I recognize that listening to music while journaling (transition to softer music) could help to transition into my bedtime faster rather than treating them as separate tasks in my workflow.

Governance Models

Distraction control measures:

- A vulnerability assessment could show that my phone/technology is a major contributor to distractions during homework time. This becomes complicated as my classes are online, requiring excessive screen time. Enforcing "Do No Disturb" and limiting screen times will help to enforce better habits.
- Setting a reminder alarm for bedtime, and enforcing it, can help to ensure that I am taking care of myself and know where to cut time in my routine.
- I struggle with managing my stress when it comes to homework. Incorporating mindfulness sessions can help to ensure that I am not dreading the week's work, which will help to ensure that I am not procrastinating.

By implementing these optimizations, I can create a more structured and efficient evening routine, minimizing my stress levels while maintaining a balanced and healthy work-life-school structure.

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