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**Value Stream Map: Workday Office Routine**

Visualizing My Value Stream

My value stream focuses on my typical workday routine at the office, starting from arriving at work to leaving for the day. The steps are:

1. Arrive at work
2. Walk to office kitchen
3. Make coffee
4. Check work emails
5. Set daily schedule (with set times for meetings)
6. Touch base with morning team (daily debriefs and plans of action)
7. Meet with my boss
8. Head to lunch
9. Recheck work emails
10. Touch base with afternoon team
11. Debrief with morning team
12. Set morning meetings for the next day
13. Leave work

**Analyzing Lean Metrics**

Estimated average flow times for each stage:

* Arriving & Settling In (walk to office kitchen, make coffee): 15 mins
* Emails & Planning (check emails, set daily schedule, touch base with morning team): 45 mins
* Meetings & Check-ins (boss meeting, lunch, recheck emails, debrief with morning team, touch base with afternoon team): 150 mins
* End-of-Day Prep (set morning meetings for next day): 30 mins

Estimated cycle time: ~7 hours

Optimizing My Processes

I believe there are several opportunities to eliminate waste and improve flow:

**Eliminating my wasted time:**  
I can streamline my email checking by prioritizing urgent messages first and deferring less important ones to the afternoon. This might save around 10–15 minutes each day.

**My Workflow orchestration:**  
Combining my morning team touch base and daily schedule planning into a single, focused meeting could help reduce context switching and make planning more efficient.

**Pre-preparation:**  
Preparing my daily schedule and meeting agenda the day before (or at the end of the prior workday) might help me start faster and feel more focused.

**Meeting efficiency:**  
Shortening debrief sessions with clear agendas and using shared notes can cut unnecessary time and keep the team better aligned.

By mapping my daily work routine, I clearly see how much time is spent on different stages and where improvements can be made. I feel that these optimizations not only help me stay focused and productive but also reduce daily stress and leave more room for strategic work. Overall, using a value stream map allows me to identify and eliminate waste, similar to how it benefits software and operational processes.

A diagram of a work flow

AI-generated content may be incorrect.

**Meet w/ Boss**