



Analizing Lean Metrics

Estimated Average Flow Time

Work Day Start	80 min
First Half of the work day	300 min
Second Half of the workday	300 min

Estimated Cycle Time      10 Hours

Optomizing Workday:

**Eliminating Waste** - I can ensure that to make my hour drivin go faster by staying off my phone and getting gas while on lunch when Im getting something to eat. Additionally I can make sure I'm limiting the amount of time I'm spending talking to my co-workers and walking around the office.

**Workflow Organization** - By prioritizing my work tasks I can esure the highest priority tasks are getting done. Additionally I get the hardest tasks done when I have the most brain power and energy. Having a time to check my emails also helps as if I dont have dedicated time they may not get responded to.