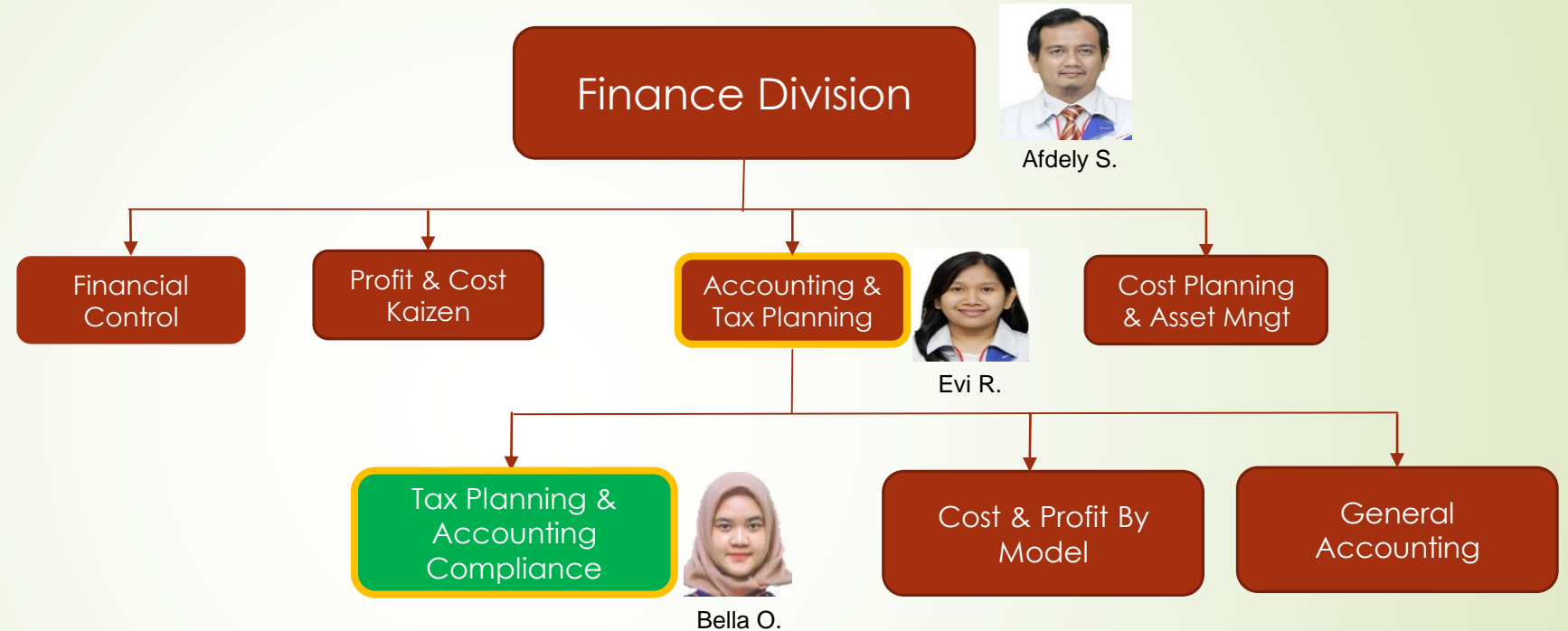


ESTABLISH HARMONY & INCREASE TOGETHERNESS FREQUENCY THROUGH WORK- LIFE BALANCE TO IMPROVE WORK ENTHUSIASM

Jakarta, 26 Agustus 2023

EMPLOYEE PROFILE



Name : Ayu Dwi Ananda Putri
Reg No. : 1931218
Department : Accounting & Tax Planning
Section : Tax Planning & Acc. Compliance

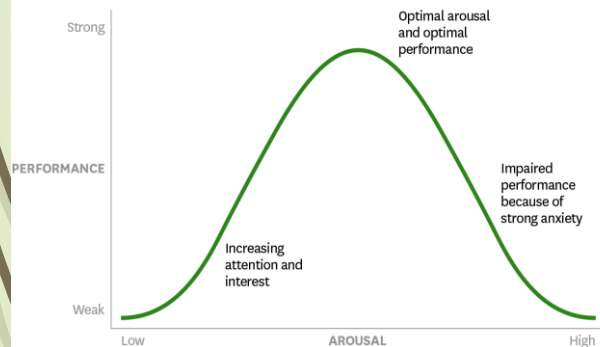
BACKGROUND

WHAT IS WORK-LIFE BALANCE?



WHY WORK-LIFE BALANCE IMPORTANT?

The Yerkes-Dodson Law
How anxiety affects performance.



Equal time or priority to personal and professional activities, which focus on the three components critical to optimal knowledge work: physical well-being, emotional well-being, and creativity.

Source: Forbes.com

1) The Yerkes-Dodson law, "performance increases with physiological or mental arousal (stress) but only up to a point. **When the level of stress becomes too high, performance decreases.**

Source: Harvard Business Review

2) Employees who experience work-life balance will be more motivated, productive, and efficient at work, so that they can **achieve goals or targets.**

Source: ugm.ac.id

Hoshin Company :

Maintain & Strengthen the Company Basic Foundation

Hoshin Division :

Safety, Health & Quality : Maintain & strengthen safety & health → good quality job to customer (next process of each job)

Job Description (KPI) :

1. **Consistently increase member health through 100% daily exercise & 100% biweekly healthy activity to make enjoyable work environment.**
2. Continuously maintain KY Ijiwaru mindset with all member by monthly safety checking in FD area.

My Role → Finance Division's Event Coordinator

(Current Non Ordinary Job Assignment)

PROBLEM IDENTIFICATION

1. Frequency of fd member togetherness is very low. **ENJOYABLE**

No	Activity	Frequency (Periode Jun-Dec'22)
1	Monthly Gathering	7
2	Personal Touch Activity (PTA)	1
TOTAL FREQUENCY (QTY)		8
PERCENTAGE (Total/210 days)		4%

2. Less body moving & high risk of disease. Therefore impact to bad MCU result of FD. **HEALTH**

Summary MCU Result	
Health Category	Number of MP
1	1
2	11
3	18
4	2
TOTAL	32


Source data : HRD data

Activity (Monthly)	FD Member (in hours)
Sitting	176
Body Moving	22
	198

Only Ishoma

1: Healthy
2: Low Risk
3: Medium Risk
4: High Risk

3. Low spirit that impact to elow working enthusiasm. **DISCIPLINE**

Finance Team  Adinda, Aupa, Bu, Bu, Bu, Bu, Ilham, Ka...

Naufal

Selamat siang Bapak/Ibu, berdasarkan polling diatas, dikarenakan kurang dari 50% member finance yang dapat hadir, maka Agenda End Year Dinner Finance 2022 dibatalkan. Terima kasih atas feedback dari Bapak/Ibu 🙏🙏

12:34 pm

Before Improvement

	Monthly On Time Daily Attendance (Periode Jan'23)
Total FD Member	25 MP
Percentage (Out of 40 MP)	63%

Event Attendance <50%

Due to work patterns in FD are not fun & less member engagement impact from WFH → less bonding between FD member and low enthusiasm to join any agenda.

IMPROVEMENT ACTIVITY



Step 1: Think & explore ideas to gain member work enthusiasm.



Picnic Preference

- ☐ Stay in Resort (Enjoy the Facilities)
- ☐ Visit Lembang Zoo
- ☐ Visit other tourist attractions

Submit Vote

Stay in Resort (Enjoy the Facilities)	50% (18)
Visit Lembang Zoo	50% (18)
Visit other tourist attractions	0% (0)

Step 2: Gather voice member - conduct digital voting by providing various sport option via WAG, Gform, Ms teams.



Step 3: Persuade member excitedly to join the agenda by timely reminder through poster digital.



Step 4: Provide doorprize, awards, souvenir and snack in every agenda.



Step 5: Always take documentation in every agenda. So there are many historical memories of member.

IDEA SUGGESTION – UNIQUE ACTIVITY

No	FD Event FY20	FD Event FY21	FD Event FY22-now
1	Monthly Gathering	Monthly Gathering	Monthly Gathering
2	Ramadhan Iftar	Ramadhan Iftar	Ramadhan Iftar
3	Farewell Party	Farewell Party	Farewell Party
4	Personal Touch Activity (PTA)	Personal Touch Activity (PTA)	Personal Touch Activity (PTA)
5	Family Gathering (Picnic)	Family Gathering (Picnic)	Family Gathering (Picnic)
6	Year End Dinner	Year End Dinner	Year End Dinner
7	Independence Day Competition	Independence Day Competition	Independence Day Competition
8	Freetalk/Business Communication	Freetalk/Business Communication	Freetalk/Business Communication
9			Daily Exercise
10			Sport Teiji Day
11			Potluck
12			Futsal Sparing
13			Finance Friyeay
14			Others








Unique Activity



As millennial generation, setting up creative idea “New Things” is a must to persuade FD member to join any kind of non ordinary activity that never held before. This agenda might strengthening our solidarity in FD as a team.

TIMETABLE OF IMPROVEMENT

Step by step to do improvement activity:	Jan'23				Feb'23				Mar'23				Apr'23				May'23				Jun'23				Jul'23			
	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
Step 1: Think & explore ideas to gain member work enthusiasm.																												
Step 2*: Gather voice member - conduct digital voting by providing various sport option via WAG, Gform, Ms teams.							▼	▼	▼	▼							▼			▼		▼	▼					
Step 3: Persuade member excitedly to join the agenda by timely reminder through poster digital.																												
Step 4*: Provide doorprize, awards, souvenir and snack in every agenda.							▼	▼	▼	▼							▼			▼		▼	▼					
Step 5: Always take documentation in every agenda. So there are many historical memories of member.																												
* Conducted every FD Teiji Day																												

R
A
M
A
D
H
A
N
&
L
E
B
A
R
A
N
H
O
L
I
D
A
Y

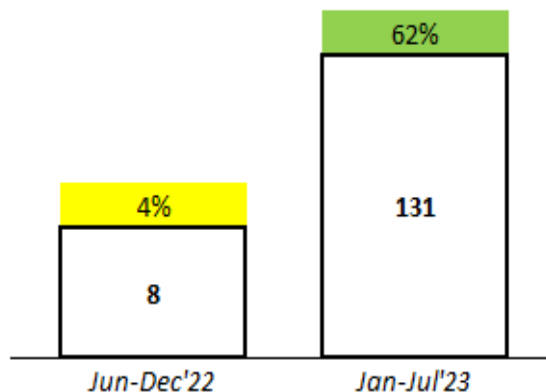
RESULT

1. Higher frequency of fd member togetherness.

ENJOYABLE

No	Activity	Frequency (Periode Jan-Jul'23)
1	Daily Exercise	110
2	Sport Teiji Day	6
3	Potluck & Halal Bihalal	1
4	Ramadhan Iftar	1
5	Monthly Gathering	7
6	Futsal Sparing/Home Tournament	1
7	Farewell Party	2
8	Personal Touch Activity (PTA)	1
9	Family Gathering (Picnic)	1
10	Year End Dinner	0
11	Independence Day Competition	1
TOTAL FREQUENCY (QTY)		131
PERCENTAGE (Total/210 days)		62%

FREQUENCY OF FD MEMBER TOGETHERNESS



2. Higher intensity of body moving → lower risk of disease.

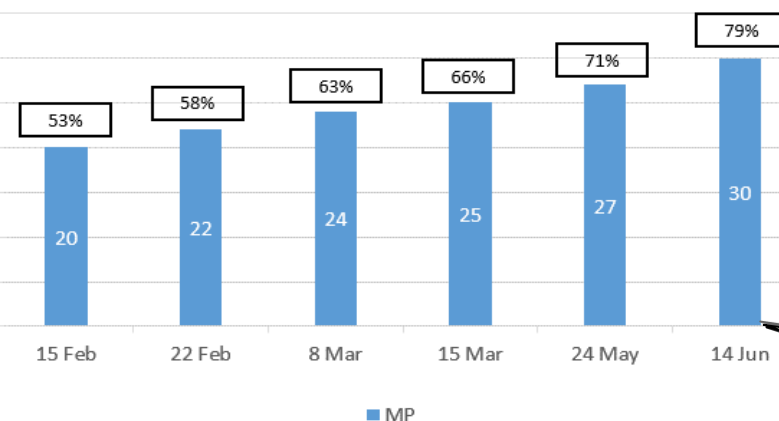
HEALTH

Activity (Monthly)	FD Member (in hours)	
	Before	After
Sitting	176	174
Body Moving	22	27
	198	201

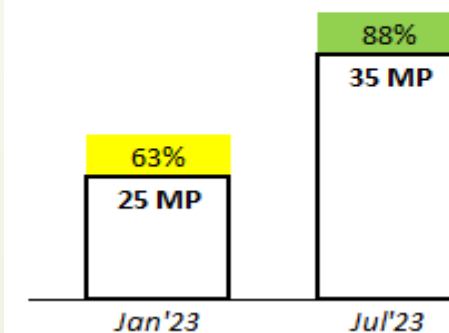
+ Daily Exercise & Teiji Day

3. High spirit that Impact to more working enthusiasm.

DISCIPLINE



Monthly On Time
Daily Attendance



KPI Result: Status of FD Member that Join Sport Teiji Day are increased

RESULT

Conduct survey of benefit from non ordinary activities:

1. Do you think we need to keep all non-ordinary activities?

[More Details](#)

[Insights](#)

Yes 27
No 4



2. Do you feel benefit from all non-ordinary activities?

[More Details](#)

[Insights](#)

Yes 30
No 1

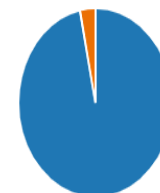


Benefit Items	Yes	No
Want to Continue Activities	87%	13%
Gain Any Benefit from Activities	97%	3%
Improve Health Quality	81%	19%
Increase Productivity	74%	26%
Feel More Excited	77%	23%
Help to Build Harmony	97%	3%
Reduce Stress Level	90%	10%
Impact to Motivation & Spirit	77%	23%
Take Free from Unhealthy Patterns of Work	83%	17%
Spread Positive Vibes	94%	6%
Increase Motivation to Other Division	81%	19%
Total Percentage	938%	162%
Total Percentage (Average)	85%	15%

6. Are all non-ordinary activities help you to build harmony with other FD Member?

[More Details](#)

Yes 30
No 1



7. Are all non-ordinary activities reduce your stress and make you felt more happy?

[More Details](#)

[Insights](#)

Yes 28
No 3



10. Are all non-ordinary activities spreading positive vibes for you?

[More Details](#)

[Insights](#)

Yes 29
No 2



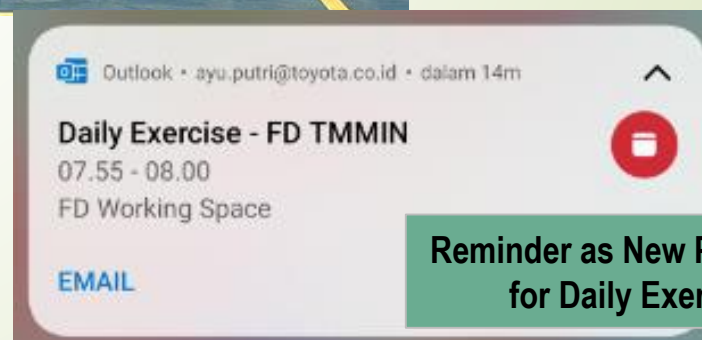
RESULT



Strengthening personal harmony through non ordinary activities utilizing technology & digitalization. This impact in higher work enthusiasm and creativity.



**Happy Exercise lead by
ICT Japan Member**



**Reminder as New Procedure
for Daily Exercise**



Thank you!

Attachment-1

Join KY IJIWARU COMPETITION

Thu 3/2/2023 5:47 PM
Adityo Wicaksono
RE: 1.Form Pendaftaran KY Ijiwaru Competition (Safety Campaign 2023)

To Muh. Affandi

Cc Andrian Linardi; Muji Haryadi; Sasriadi; Afdely Sidqy; Randi Garcia; Naufal Hanif Zulfikar; Aufa Murtafi Rifqi; Ayu Dwi Ananda Putri

1.Form Pendaftaran KY Ijiwaru Competition (Safety Campaign 2023) - TMMIN FD - SIGNED.pdf
23 KB

Dear Pak Afandi,

Selamat sore.

Berikut kami kirimkan dokumen yg sudah ditandatangani oleh Finance Division Head.
Atas perhatiannya kami ucapkan terima kasih.

Salam,
Tyo



TOYOTA
INDONESIA

FORMULIR PENDAFTARAN

LOMBA KOMPETISI APAR SAFETY CAMPAIGN 2023
PT TOYOTA MOTOR MANUFACTURING INDONESIA

NAMA TIM : FD KY-IJIWARU
DIVISI : Finance
SHOP :
DEPARTEMEN :
LINE :
KATEGORI : KONTRAKTOR / TMMIN *Corel yang tidak diperlukan
LOKASI :
O Karawang Plant 1
O Karawang Plant 2
O Karawang Plant 3
O Sunter 1
O Sunter 2
• HO

ANGGOTA TIM

NO	NAMA	No Reg.	EMAIL	NO. HANDPHONE
PESERTA				
1	Adityo Wicaksono	1222129	adityo.wicaksono@toyota.co.id	08111162292
2	Naufal Hanif Z.	2132098	naufal.hanif@toyota.co.id	081228822860
3	Aufa Murtafi H.	2132097	aufa.murtafi@toyota.co.id	08997512311
4	Ayu Dwi Ananda P.	1931218	ayu.putri@toyota.co.id	085718210780
5	Randi Garcia	2234708	randi.garcia@toyota.co.id	083887997677

Mengetahui,
Afdely S.
Finance Division Head

Jakarta , 2 Maret 2023
Adityo W.
Ketua Tim

Attachment-2

Genba KY IJIWARU Area FD-IA



Tue 3/7/2023 10:26 AM

Adityo Wicaksono

Genba KY-IJIWARU Finance Division & Internal Audit

Required

■ Ayu Dwi Ananda Putri; ■ Yandri Pardomuan; ■ Afdely Sidqy; ■ Satoshi Tanaka; ■ Evianita Widyastuti; ■ Yunita Tirtodiharjo; ■ Evi Rumata; ■ Novita Dwiyaniti; ■ Atiningsih Sulyanti; ■ Imelda; ■ Abednego I Adyatama; ■ Adinda Felicia; ■ Andrian Linardi; ■ Ardanti Murtisari; ■ Bella Oktofira; ■ Chandra W. Handoko; ■ Erick Yulius; ■ Fatah Hidayat; ■ Helmi; ■ Hendri Sutrisno; ■ Hudi Anjung Siswoko; ■ Husnie Latif M.; ■ Isyana Harum; ■ Lies Rahmayanti; ■ Lita Kurnia; ■ Made Susan;

Optional

■ Arief Rakhman; ■ Adam Alifianto; ■ Widodo Hutajulu

When Tuesday, March 7, 2023 4:00 PM-4:30 PM

Location FD-IA Area, (FD-Area)

Dear All,
Good morning.

In accordance with TMMIN **safety** month activity, we would like to ask your participation in KY-IJIWARU (hazard-abnormality) activity in FD-IA workplace (HO 4th floor).

The purpose of this activity is to level up the **safety** knowledge and awareness of FD-IA member.

This activity will be conducted in following timeline:

1. Preparation: 5 minutes
2. Work place observation: 10 minutes
Each member in each department make observation for hazard & abnormality condition in each department work place (HO 4th floor)
3. Findings report: 10 minutes
Potential hazard & abnormality findings and countermeasure will be written on the form.
Each member expected to write down at least 1 finding (minimum 1 member 1 finding) of potential hazard & abnormality with also the countermeasure.
The hardcopy of this form will be shared to each department.
4. Submit and share result: 5 minutes

Bpk. Adityo membuka kegiatan




Bpk. Afdely, DDH Finance ikut serta dalam kegiatan.



Partisipan mencatat temuan





Submit Best Proactive Safety & Health Report









Sat 3/4/2023 7:53 AM


Randi Garcia

[Daftar Lomba] Best **Proactive** Safety & Health Report_Finance Division

To  Rizki Muhammad Perceka;  Yosia Inendatama

Cc  Afdely Sidqy;  Yunita Tirtodiharjo;  Adityo Wicaksono;  Aufa Murtafi Rifqi;  Ayu Dwi Ananda Putri

 FD_2_Best Proactive Safety Department 2023.pdf
973 KB

 FD_1_Best Proactive Safety Department 2023.pdf
725 KB

Dear Pak Rizki,

Good Day!

Semoga kita semua selalu dalam keadaan sehat.

Terima kasih atas arahan via chat sebelumnya.

Demi mempromosikan Safety & Health Month 2023, kami dari Finance Division bermaksud ingin mendaftarkan kegiatan kami pada perlombaan "Best **Proactive** Safety Department".

Adapun kami mendaftarkan 2 kegiatan kami pada perlombaan ini, yakni Daily Exercise (1) & Teiji Day (2). Terlampir report kegiatan yang dimaksud.

Attachment-4

Futsal Sparing & Barter Merchandise with Another Company



Attachment-5

Fun Month End Closing & Strong Teamwork

