Omar Johnson - Module 5.2 Assignment

Early Morning

- Wake up
- Wash face
- Make bed
- Wash dishes

Breakfast

- Make breakfast
- Turn on PC and YouTube
- Eat breakfast
- Brush teeth and retainers

Personal time

- Check emails
- Check accounts
- Do studies
- Make plans

Work prep

- Shave/groom
- Change clothes
- Take out trash
- Go to work
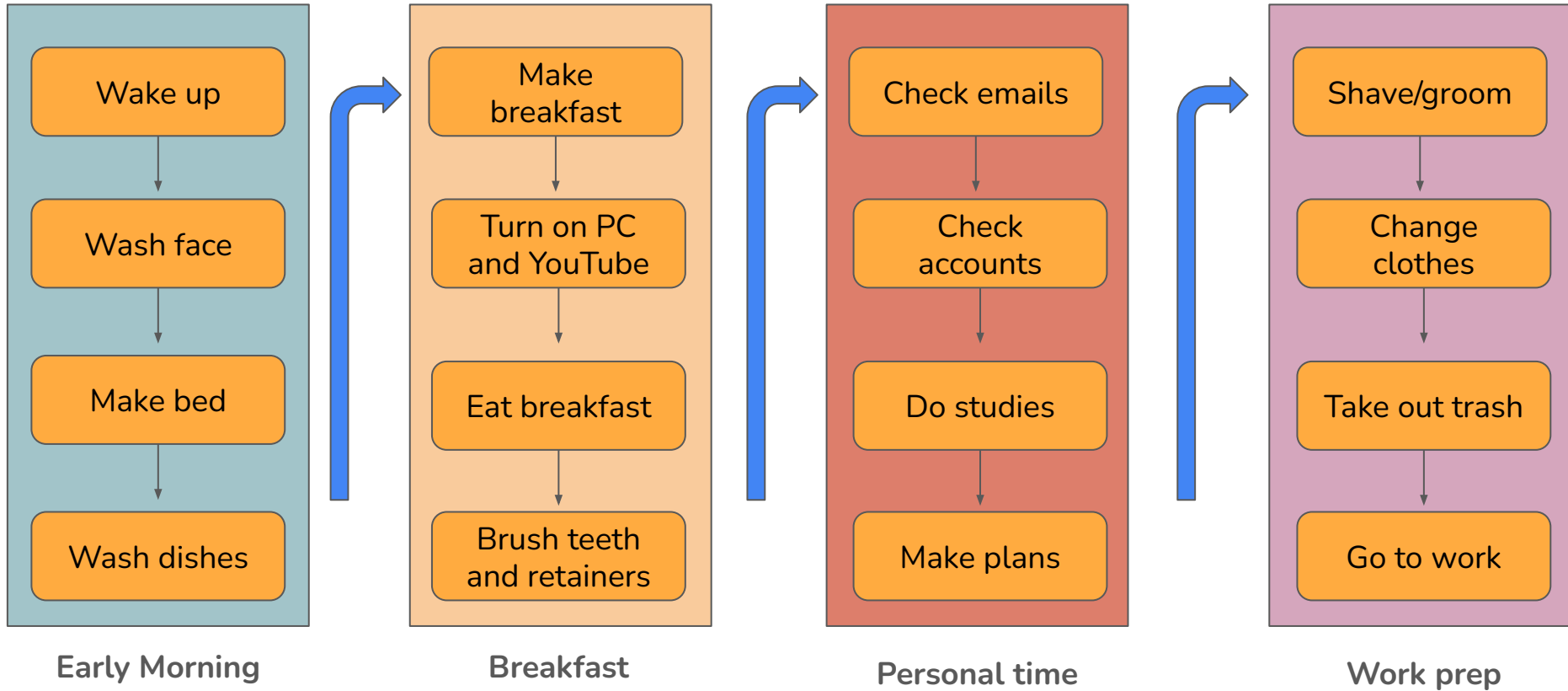
Analyzing Lean Metrics

Estimated Average Flow Times

Early Morning	10 minutes
Breakfast	80 minutes
Spare time	120 minutes
Work prep	20 minutes

Estimated Cycle Time = 230 minutes (~4 hours)

Optimization

- Eliminate waste
  - I can save a few minutes in early morning from washing dishes by doing all of them the night before. I can shorten overall breakfast time by not watching YouTube.
- Workflow orchestration
  - I can consider moving check emails and accounts into the breakfast area as they are small tasks that could be completed while eating breakfast. I can also move wash dishes right after eat breakfast as it would keep the kitchen more organized and save time later in the day.
- Governance models
  - The current workflow reveals there is no dedicated section for chores such as taking out trash and washing dishes (at least in the morning routine). This could be inefficient as doing chores here and there or leaving them for later in the day could lead to them not getting done (or alternatively, taking more time).