

Working Smart Principles

1. Have all tools, equipment and adequate supplies set up and within easy reach before starting task.
2. Work toward dominant hand (left to right for most people).
3. Eliminate unnecessary motions and steps.
4. Do not turn, twist, or bend unless necessary.
5. Eliminate double handling.
6. Batch work.
7. Be consistent.
8. Keep the amount of work in process low.