

Topic: Home management,

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WORK SIMPLIFICATION

Work simplification is making work easier. According to *Nickell and Dorsey*, “*it is the conscious seeking of simplest, easiest and quickest method of doing work.*” It aims at accomplishing more work with limited amount of time and energy (*Gross and Crandall*). Home making involves various types of activities which are most of the time tedious, monotonous, time consuming and involves various types of skill. Most of the work if done without much skill and under pressure would lead to unhappiness or frustration. To manage the house, one should know the best way of doing each household activity. To do the work easily one should know why, how, when, who and where a work should be done.

Dr. Marvin Mundel has given five factors that influence the character of work. They are:

1. Change in hand and body motions

Work can be simplified by using each part of the body properly and economically. This can be achieved by

1. Keeping body parts in alignment
2. Using muscles effectively
3. Doing the work in rhythmic motion
4. Developing skill in work.

2. Change in equipment and work arrangement

Using labour saving devices, planning work surfaces at proper height, depth and width with proper tools and adequate storage space and lighting will improve the efficiency of work.

3. Change in production sequence

When there are a lot of household activities to be accomplished time and energy can be saved by simplifying the work through combining the tasks and eliminating unnecessary steps

4. Change in finished product.

Simplification of work could be achieved by changing the standards or expectations of the finished product.

5. Change in material This refers to the change in the raw ingredient to get the same final products.