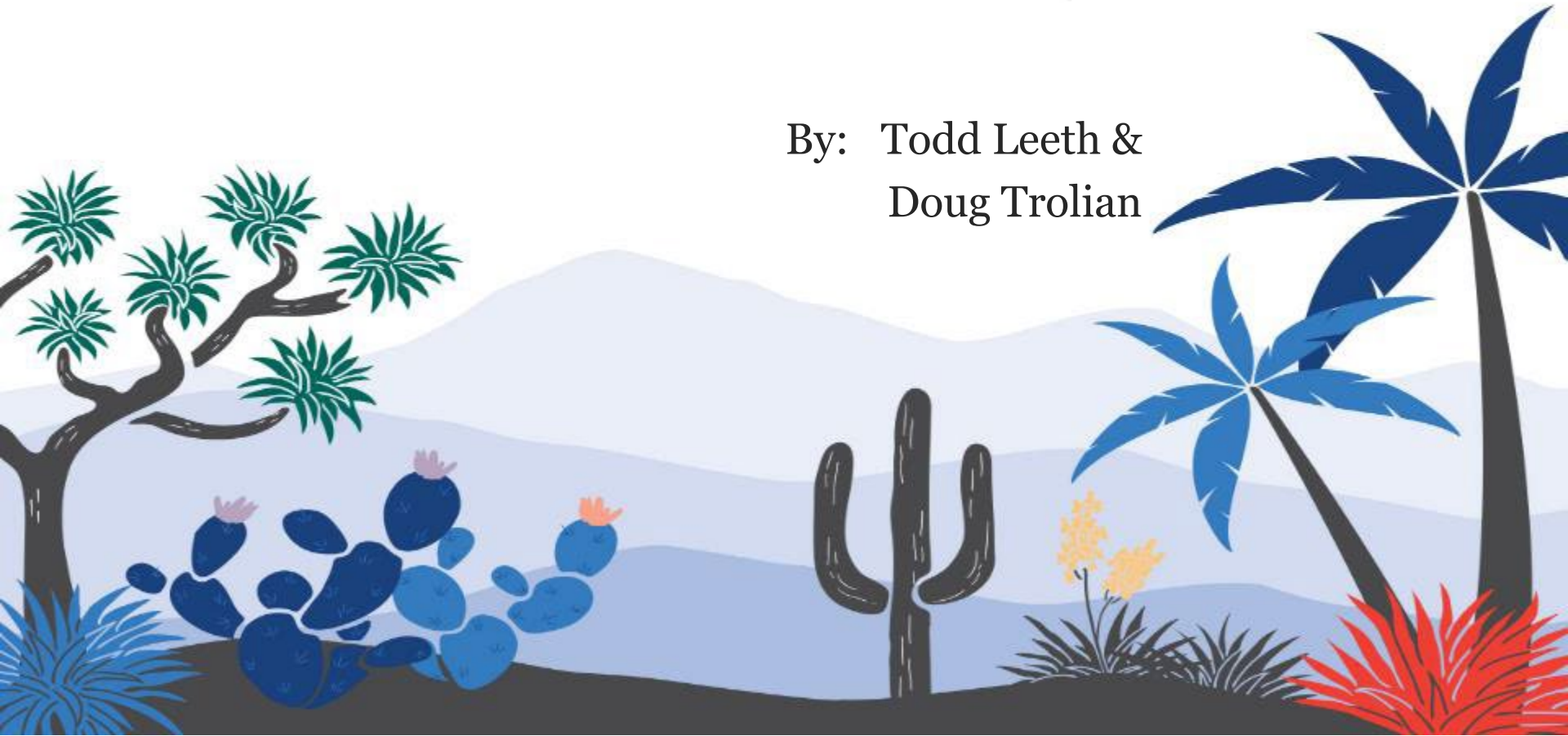# PRODUCTIVITY BASICS

By: Todd Leeth &
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ARE YOU THIS ORGANIZED?

DEVELOPING AN EFFICIENT WORKFLOW

IT ALL STARTS IN SOIL!

Soil

If you create a problem in soil, it will follow you throughout plant

Understanding amount of buffer in soil and clean

Slower is faster

Soil factor determination

Mixed linen and Stain loop

How to process – Stain, Mixed linen, Bad folds, Drop on floor

Wash

Wash Loading (Proper sequencing) (Maximize TPH)

Dryer formula time impact

Production Floor

Right people based on skills

Optimizing equipment usage

HOW TO DEVELOP AN EFFICIENT WORKFLOW

Process Analysis

    * Determine bottlenecks (U/L/-) *

    Identify inefficiencies

    Gather feedback from team members

Production Performance Monitoring & Metrics

    * Standardization *

    * Data – Data – Data *

Automation and Technology

Optimize Resource Allocation

    Right people based on skills

    Optimizing equipment usage

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HOW TO DEVELOP AN EFFICIENT WORKFLOW

Clear Communication

    How well do you know your workers?

    Does your team understand expectations

    Do you have an open-door policy

Continuous Improvement

    Regularly challenge team to improve processes

    Clean & organized

    5S type program?

Regularly Scheduled Training

Feedback and Collaboration

    Foster a culture of collaboration & feedback

    Provide constructive feedback to make improvements

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DETERMINING BOTTLENECKS

What is your limiting factor?

Are you processing – just in time / tomorrow / 2 or 3 days out?

Do you have enough "par" levels in the system

Determine capacity by equipment/department (OEE)

Create a balanced flow

1. Create a staffing model based on requirements
2. Staff departments appropriately for even processing
3. Understand storage capacity (soil/clean)

Staffing should normally be based on your limiting factor

STANDARDIZATION

Standardize all tasks possible

Standards should be reasonable

If no standard – create one using a "Time Study"

1. Task
2. Define standard process
3. Observe and time
4. Record data
5. Analyze data
6. Determine improvements and retest

DATA – DATA - DATA

Collect data everywhere that will provide you value add
Automated preferred, but can collect manually if there is a return
Use the data!

1. To improve efficiencies (equipment and processes)
2. ROI calculations
3. Help focus on the right areas for improvement (time management)

Much easier to get approval if you have data to back you up

The future is here – If you are not collecting and managing by data,
you will most likely be left in the dark ages!

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QUESTIONS?

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