

*JM How*

## HOW TO IMPROVE JOB METHODS

A practical plan to help you produce **GREATER QUANTITIES of QUALITY PRODUCTS** in **LESS TIME**, by making the **best use of the Manpower, Machines and Materials, now available.**

### STEP I—BREAK DOWN the job.

1. List **all** details of the job **exactly** as done by the **Present Method.**
2. Be sure details include all:—
  - Material Handling.
  - Machine Work.
  - Hand Work.

### STEP II—QUESTION every detail.

1. Use these types of questions:
  - WHY is it necessary?
  - WHAT is its purpose?
  - WHERE should it be done?
  - WHEN should it be done?
  - WHO is best qualified to do it?
  - HOW is the 'best way' to do it?
2. Also question the:
  - Materials, Machines, Equipment,
  - Tools, Product Design, Layout,
  - Work-place, Safety, Housekeeping.

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### STEP III—DEVELOP the new method.

1. **ELIMINATE unnecessary** details.
2. **COMBINE** details when practical.
3. **REARRANGE** for better sequence.
4. **SIMPLIFY** all **necessary** details:—
  - Make the work **easier** and **safer.**
  - **Pre-position** materials, tools and equipment at the best places in the **proper work area.**
  - Use **gravity-feed** hoppers and **drop-delivery** chutes.
  - Let **both hands** do **useful** work.
  - Use **jigs** and **fixtures** instead of hands, for holding work.
5. **Work out** your idea **with others.**
6. Write up your proposed new method.

### STEP IV—APPLY the new method.

1. **Sell** your proposal to the **boss.**
2. **Sell** the new method to the **operators.**
3. Get final approval of all concerned on **Safety, Quality, Quantity, Cost.**
4. Put the new method to work. Use it until a **better** way is developed.
5. Give **credit** where credit is due.

**Job Methods Training Program  
TRAINING WITHIN INDUSTRY  
War Manpower Commission**

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