

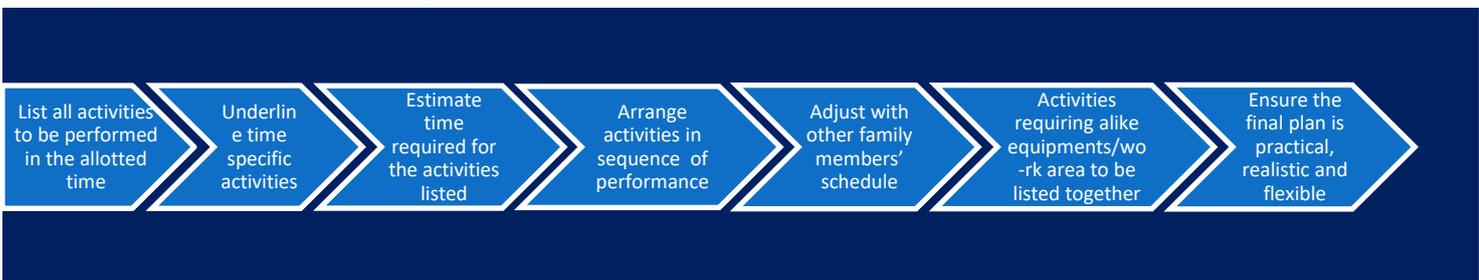
Lesson Number	Title of the Lesson	Skills	Activity
11	Time And Energy Management	Creative thinking Decision Making	Make a day's Work Plan for yourself
		Problem solving Critical Thinking	

## Summary

**Time** and **Energy** are two very important **resources**. We use them all the time in our life. To make the best use of time and energy available to us, we need to manage it well. Hence **Time and Energy Management** is very important for proper utilization of these two resources. For this a **Time Plan** must be made. It is an advance plan of all the activities to be performed within the allotted time. In this time plan care must be taken to manage the **Peak Load periods** of the day. **Peak Load time** is when several activities must be performed in a small time. To ensure that all work and activities are performed efficiently **Work Organization** is essential. Work Organization means to plan, arrange, and perform the activities in such a way that they are completed in the allotted time with minimum energy expenditure. Work is also categorized as according to the time it takes and the energy spent. Work Simplification ensures that the work is finished in less time and the energy spent is also less. When the working hours are long and continuous, they cause fatigue. Fatigue can be removed by various ways. This way the person again feels rejuvenated and is ready to work again.

## Principal Points

### Steps Involved in Making a Time Plan



## Build your understanding

### Types of Work

Light Work	Moderate Work	Heavy Work
<ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Knitting</li> </ul>	<ul style="list-style-type: none"> <li>• Cooking</li> <li>• Sweeping</li> <li>• Cleaning utensils</li> </ul>	<ul style="list-style-type: none"> <li>• Running</li> <li>• Climbing stairs</li> <li>• Mopping the floor</li> </ul>

## What is Important to Know

### Methods of Work Simplification

- Keeping the workplace organized
- Using labour saving devices
- Using appropriate work movements
- Sequencing the work
- Working at appropriate height
- Using appropriate postures
- Dovetailing
- Using ready to consume products
- Perfecting the skills

### Did you know

#### 1. Fatigue

Physiological	Psychological
Due to excessive work and energy spent	No work but energy spent in wasteful activities

#### 2. Psychological Fatigue

Boredom	Frustration
<ul style="list-style-type: none"> <li>• When working conditions are unsatisfactory or dull</li> </ul>	<ul style="list-style-type: none"> <li>• Worker is inexperienced</li> </ul>
<ul style="list-style-type: none"> <li>• Tools are troublesome</li> </ul>	<ul style="list-style-type: none"> <li>• Over worked</li> </ul>
	<ul style="list-style-type: none"> <li>• Worker is not appreciated/ disturbed often</li> </ul>
Symptoms	
<ul style="list-style-type: none"> <li>• Discontentment</li> </ul>	<ul style="list-style-type: none"> <li>• Bodily discomfort</li> </ul>
<ul style="list-style-type: none"> <li>• Yawning</li> </ul>	<ul style="list-style-type: none"> <li>• General feeling of tension</li> </ul>
<ul style="list-style-type: none"> <li>• Restlessness</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to escape from the situation</li> </ul>
<ul style="list-style-type: none"> <li>• Desire to stop work</li> </ul>	

### Extend your Horizon

#### Ways to Remove Fatigue

- Rest
- Alternate heavy and light work
- Use labour saving devices
- Delegate work
- Make work interesting
- Work in groups, not in isolation
- Proper workplace
- Develop appropriate skills
- Create pleasant atmosphere
- Reducing mental tension
- Appreciation
- Rewards

### **Evaluate yourself**

- Classify the following works as light, moderate and heavy:  
Dusting, climbing stairs, walking, cooking, washing clothes by hand.
- Give two methods of work simplification that you use in your daily routine.

### **Maximize your marks:**

- Attempt all the exercises given in the lesson
- Differentiate between boredom fatigue and frustration fatigue