

QUICK TIPS – *Clean As You Cook*

In cooking a meal, there are several elements that need to be addressed. They can be summarized as, the:

- ◆ Recipe
- ◆ Ingredients
- ◆ Pots, Pans and Utensils
- ◆ Preparation and Cooking Process
- ◆ Clean-Up

Reviewing the recipe provides critical information regarding the ingredients that will be required, and the cooking apparatus and utensils that will be used. The recipe also details the preparation and cooking process for the meal.

But, what about the clean-up? As one progresses through the preparation and cooking process, there's a decision regarding how to handle the ensuing mess – leave everything to the end or clean as you go.

At the end of a meal, being confronted with a sink and counter laden with a myriad of dishes, pots, pans, utensils, and other miscellanea can be daunting. This situation can be mitigated, however, by cleaning as you cook. There still will be some after-meal clean-up required, but it will be greatly reduced and quicker.

Clean As You Cook can serve as a metaphor for what happens at work. Throughout the day, there is an avalanche of papers, voice-mails and e-mails. The dilemma is how one deals with this onslaught. Does it all get saved until the end of the day for action or can some things be dealt with on an ongoing basis?

To the extent that it is reasonable, endeavour to process these demands as they surface. If that approach isn't practical, then batch them for action periodically throughout the day. This is the equivalent of *Clean As You Cook*.

By adjusting one's workload management in this way, the daunting end-of-day mess of papers, voice-mails and e-mails can be minimized and the required actions will be taken sooner. Not only that, leaving work will happen earlier, too.

A *Clean As You Cook* approach in the work environment incrementally will improve performance by reducing cycle time, while enhancing service levels.

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