

# Planning & Scheduling Techniques for Everyday Use

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# Introduction

- As Industrial Engineers, frequently there are some professional techniques, that have application to everyday use.
- One of these areas is the application of Planning & Scheduling techniques.
- This presentation will describe some of these techniques that you can utilize in your everyday life, and share with others (friends & family).

# **Do Some Long Range Planning**

- Important events, like attendance at weddings, graduations, vacation trips, Conferences, major birthdays, etc. – may require some long range planning.
- This is important for making airplane & hotel reservations, and to schedule time off from work.
- This will also make any needed family communication easier and more timely.

# **Include Most Activities in a Visible Schedule**

- It helps to use a variety of methods to make planning & schedules visible & accessible to all that need to see them.
- This can be as simple as a centrally posted calendar or bulletin board of upcoming events.
- Sometimes it helps to have 2 or more months visible at a time, so an event at the beginning of a new month doesn't surprise anyone (when the calendar is flipped to the next month).
- Use a variety of formats, to see what works best for everyone.

# **Distinguish Types of Activities & Those Most Affected**

- Make it easy to tell which detailed activities relate to which planned event, and also, who is most affected.
- A creative use of color ink/pencil or color post-it-notes, may help organize which activities relate to which event (or who is affected most, if not impacting the entire family).
- Try several techniques to see which works best for everyone.

# Utilize Previous Information

- Whenever you are repeating an event, or something similar from a previous year, use that information in your planning & scheduling.
- This could include airline & flight routes previously used, driving routes, nearby hotels, nearby fun sites to see, days needed to be on location, etc.
- Accordingly, it helps if you save this information on a regular basis, maybe in trip or event folders on your Laptop Computer or Tablet.

# **Make Action Item Lists for Complex Activities**

- Closer to an actual event, it may help to make a list of the sequential activities that need to be done (whether written out on paper, or typed up lists on your computer, tablet, or smart phone).
- This allows you to check-off completed items, and keep track of any items still needed to be completed (with the deadlines in mind).
- It also allows for everyone to help with the preparation of some of the activities.

# **Prioritize Your Activities, for Important Deadlines**

- Try to use the overall schedule & end-dates, to help prioritize the most important activities, and also any long range activities that can take time to complete.
- This includes leaving time for other resources to complete their tasks (such as professional Travel Planners or Event Planners).

# **Keep Visibility of Completed Activities**

- Have some visibility on which tasks & activities, and for which planned events, have been completed (and conversely, which tasks or activities still need to be completed).
- This can be as simple as a ~~strikethrough~~ line (either in pencil on a handwritten list, or on a typed list).

# Avoid Procrastination

- Try to minimize procrastination, particularly when starting difficult or time-consuming tasks & activities.
- It helps to have visibility of the end-dates for important events, to give incentive for starting important tasks on time.
- Monitor the start of important activities, to deal with any procrastination, as soon as it occurs.

# Have Some Contingency Plans

- It always helps, to build in some contingencies, in case things change, get behind, or are accidentally forgotten.
- Schedules can change for a variety of reasons (sickness, emergencies, new priorities, etc.)
- The more built-in flexibility, the better.

# **Use the Best Time of Day, or Day of the Week for Some Activities**

- Some activities can be more easily completed during certain days of the week, or times of day.
- As a Retiree, I often can accomplish tasks quicker by avoiding doing them on the weekends, or after 5 pm.
- Many businesses are less busy, during daytime hours (9 am - 3 pm), when many people are at work.
- Some airports and airlines are very busy during certain times of the day, or days of the week – so try to avoid these rush times, which can create significant travel delays.

# Organize Your Errand Trips

- When you are running errands on any given day, try to make it a logical & efficient driving trip.
- Think like a UPS driver, and mentally think about the best route to take, and the order to accomplish your errands for that day (or for that driving trip).
- Give priority to the most important errands first, in case you run out of time or energy.
- Be realistic about how much you can accomplish during one set of errands.
- Don't ignore weather conditions (excessive heat, or snow, or rain).

# Make It Fun

- Try not to be obsessive when doing planning & scheduling
- But use it to help make things go smoothly & efficiently.
- A good plan or schedule usually works best (like for vacation plans), when it is almost invisible to others, or it just seems to be an easy plan to follow, that allows for a maximum amount of spontaneity & fun.

# **Some Summary Comments**

- ✓ Try a few of the Planning & Scheduling techniques.
- ✓ See what works best for you, your friends & family.
- ✓ Don't obsess about any of the techniques.
- ✓ Make it useful & fun for everyone involved.

# **List of Planning & Scheduling Techniques Covered**

- 1. Do some Long Range Planning**
- 2. Include most activities in a visible schedule**
- 3. Distinguish types of activities & those most affected**
- 4. Utilize previous information**
- 5. Make action item lists**
- 6. Prioritize your activities**
- 7. Keep visibility of completed activities**
- 8. Avoid procrastination**
- 9. Have contingency plans**
- 10. Use the best time of day, & day of week, for activities**
- 11. Organize your errand trips**
- 12. Make it fun**