



Everyday 5S

5S is a methodology designed to maintain a clean, safe and well-organised factory. It has been adopted by other sectors such as construction. Is 5S universally applicable then?

5S is about:

- Arrangement and Sorting out, well, all the mess in our workplace
- Setting things in order so that we know where everything is when we need it
- Keeping the workplace clean and cleared so that the mess does not return, or if it does, then in a “less messy” way

5S

Sort

Set

Shine

Standardise

Sustain

These are the three things you do to make 5S happen, then there are the things you do to make sure 5S stays happening:

- Standardising the procedures to maintain order, and
- Sustaining the discipline to keep it that way.

Sounds okay so far, and clearly this methodology will make a difference in a factory or a construction site, but what if you don't have a factory or a construction site - will 5S still work?

Let's have a look at baking bread, a colleague at Greenfile Developments is an amateur baker and this is his tale of 5S for bread making:

“... the first time I made bread, I did not have things ready and I was rushing to get a bowl to proof the yeast, another to hold the flour, yet another for water. I did not have the right tools to hand and my hands (as well as half the kitchen) were covered in dough were covered in dough. My sleeves started to slip down and then the phone rang....

After a lot of clearing up, I got hold of a book on baking and the author suggested that *'mise en place'* was something every baker (amateur or not) should pay attention to. Well, *'mise en place'* literally means everything in its place... not too far off “Sorting out and Set in Order”.

So *'mise en place'* it is - the bowls all ready,



Bread made the 5S way

thermometer switched on, salt, flour, yeast all measured out and having the right tools for the job (in this case: dough cutters and dough scrapers). Suddenly everything was easier, all the tools were to hand, in fact, my hands hardly needed cleaning afterwards. Oh, and the cleaning up time was cut from 45 minutes to about 10 minutes because I clear u at every stage of the bread making.

Now I always wear a white lab coat with a sleeves rolled up half way up my forearms, I have a remote headset for the phone and I have a process flow chart for the baking process (just kidding, it's actually the recipe in a time-line format). That took care of the Standardising my procedures and ensured my discipline is Sustained... and the bread tastes good too!"

Now you can understand why our productivity is so high- we eat fresh bread baked in accordance to 5S methodology!

What if you don't bake bread? Well, do you apply for more interesting jobs?

Perhaps your CV/Resume and interview techniques can probably do with a 5S make-over too.

Let's have a look at 5S and your CV/resume:

Set	Do all the details match the job applied for?
Sort	Can the employer collect the required information easily from your CV/resume?
Shine	Is your document easily readable with no spelling and grammatical errors?
Standardise	Is everything in your document clearly laid out and understandable, with no ambiguities and confusion?
Sustain	Can you make sure that the information is consistent, coherent, up - to-date and you have a logical answer for everything you wrote?

Now you meet the prospective employer, and they say: 'tell me something about yourself'.

So what about your 1-minute/5-minute/15-minute presentation about yourself? (do you have one ready?)



Set	Do you have all the necessary information and do you have any unnecessary information you can rid of?
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Sort	Is your presentation in order, in some sort of sequence and is easy for the listener to collect information? Is your delivery logical and segued smoothly from one stage of your career to another?
Shine	Is your delivery polished, clear and shows that you are well-prepared?
Standardise	Have you practised your presentation recently?
Sustain	Do you update your presentation and check its relevance to specific employers?

Looking at 5S this way, it becomes not just a housekeeping tool but a tool to “get you ready”. 5S helps factories and construction sites to be ready for productive work, 5S helps our colleague to get ready to bake bread. 5S can help you prepare for the moment when you meet a potential employer, or even a chance encounter with the top boss.

It’s no good being at the right place at the right time if you are not ready. The way opportunities come about, being “ready” is probably as important as being there. “Doing a 5S” on yourself can get you ready to make the most of opportunities.

Contact Greenfile Developments to find out more about 5S.

For those of you interested in baking bread - our colleague recommends:

“The Bread Baker’s Apprentice” by Peter Reinhart, Ten Speed Press; (December 2001)
ISBN: 1580082688