

L-11 TIME& ENERGY MANAGEMENT

Keywords

Exhausted	Moderate	Enumerate	Frustrated	Sequencing
Dovetailing	Ventilation	Un skilled	Fatigue	Gadgets

In-text Questions

In-text Questions 11.1

1. Indicate whether the following statements are true or false by writing 'T' or 'F' against each statement:
 - i. To finish all our work on time, it is necessary to keep working throughout the day---**F**
 - ii. Knowledge about all the types of work helps in preparing a time plan.---**T**
 - iii. A time-plan is made for the present. -----**F**
 - iv. A time-plan has to be practical and not realistic.-----**F**
 - v. A time plan is prepared to squeeze time for all work, rest and entertainment.-----**T**

In-text Questions 11.2

1. Fill in the blanks:
 - i. When you save time you can also save Energy.

- ii. By work organization you are not only able to save time and energy but also reduce **Stress/Tension**
 - iii. Light work requires **Less** energy as compared to moderate work.
 - iv. **Heavy** work requires the maximum amount of energy to be completed.
2. Classify the following into light, moderate and heavy work:
- i. Gardening
 - ii. Brisk walking
 - iii. Playing chess
 - iv. Digging
 - v. Mopping the floor
 - vi. Making a Rangoli
 - vii. Painting a door
 - viii. Sewing a dress
 - ix. Studying
 - x. Playing hockey

Answer:

Light Work	Moderate Work	Heavy Work
(iii) Playing chess (viii) Sewing a dress (ix) Studying	(i) Gardening (ii) Brisk walking (vi) Making a rangoli (vii) Painting a door	(iv) Digging (v) Mopping the floor (x) Playing hockey

In-text Questions 11.3

1. Tick mark the most appropriate answer out of the four-option given below,
 - i. Work simplification leads to
 - a. spending more money
 - b. reducing work heights
 - c. saving time and energy ✓
 - d. Energy use of gadgets.
 - ii. Dovetailing is
 - a. Finishing a job before starting the next.
 - b. Doing two or more activities at the same time. ✓
 - c. Working at correct height.
 - d. Using a labor-saving device.
 - iii. Correct posture helps us to
 - a. do work on time
 - b. get enough rest
 - c. do two activities at the same time
 - d. save energy while working. ✓

In-text Questions 11.4

1. Rearrange the letters in the following words to denote:
- | | | |
|------|---|----------------|
| i. | feeling tired | IEFGAUT |
| ii. | boredom fatigue | COHCYSPISLOGLA |
| iii. | accumulation of waste material in muscles | LCIOOSPYHILGA |

iv. desire to quit work

Answer:

- i. FATIGUE
- ii. PSYCHOLOGICAL
- iii. PHYSIOLOGICAL
- iv. FRUSTRATION

TERMINAL EXERCISE

1. Your neighbor always complains that she cannot finish her work in time. What are your suggestions to her?

Answer: My neighbor to finish her work on time needs to understand the following concepts of time and energy management:

- Time Plan
- Work Organization
- Work Simplification

Si No.	Concept	Suggestion
1	Time Plan	<ol style="list-style-type: none"> 1. She should make time plans for everyday activities like cooking, cleaning, washing clothes, cooking three meals, helping children with studies and finding some time for rest also 😊 2. Time plans for long-term activities also need to be made, if she planning a party or puja at home. 3. Involve other family members also in this activity such that other's time plan also matches with her time plan and they can share some work during peak loads.
2	Work Organization	<ol style="list-style-type: none"> 1. She should gather and keep all resources required for each job at specified places to save energy and

		time in searching things 2. Do heavy work, moderate work and light work alternating such that she doesn't get tired.
3	Work Simplification	1. She should (as per her budget) use time and energy saving equipment like washing machine, mixer-grinder, pressure cooker etc. 2. She can hire a gardener to help with garden work.

2. List the steps involved in making a time plan.

Answer: The steps involved in making a time plan are as below:

- List all the activities to be performed in the allotted time.
- Underline all the activities which need to be done at a definite time.
- Make an estimate of the time required for the activities listed.
- Arrange the activities in the sequence in which they are to be done.
- Schedule for the other family members and make necessary adjustments if required.
- While sequencing, the activities which require similar equipment or work area, should be listed together.
- Once you have followed these steps, write down the final plan

3. State the various measures one can take to simplify work.

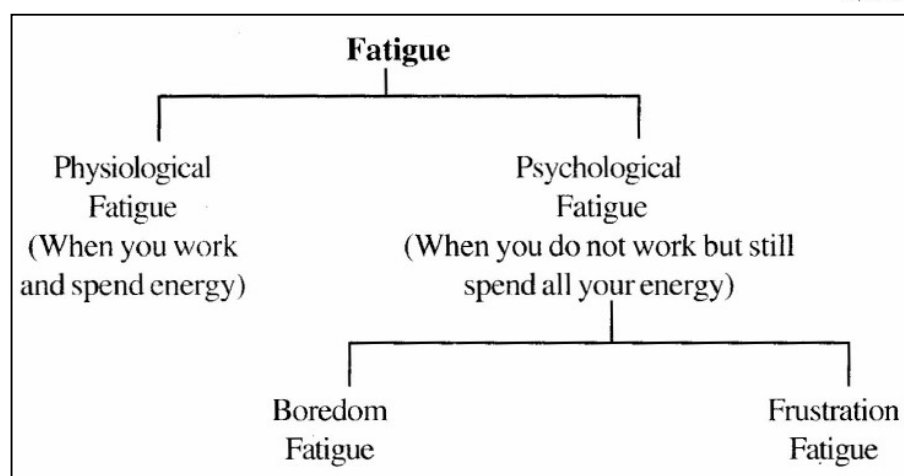
Answer: The various ways or methods of work simplifications are as stated below:

- i. Keeping your work place organized
- ii. Using labor saving devices
- iii. Using appropriate work movements

- iv. Changing the work sequence
 - v. Using appropriate postures
 - vi. Working at appropriate height
 - vii. Dovetailing
 - viii. Using ready - to - consume items
 - ix. Attractive working place
 - x. Perfect your Skill
4. Identify the different types of fatigue. Suggest some measures to overcome them.

Answer: Fatigue is classified into two types. Those are:

- i. **Physiological Fatigue**: It occurs when a lot of energy is utilized for physical activities and you feel very exhausted.
- ii. **Psychological Fatigue**: It occurs due to the unsatisfactory work and work conditions and not due to physical exertions.
 - Boredom fatigue there is discontentment, yawning, restlessness and desire to stop working. This happens because the work is monotonous and uninteresting. The working conditions are unsatisfactory or dull and the tools used are trouble some.
 - Frustration fatigue there is bodily discomfort, general feeling of tension, unsatisfactory results and a desire to escape from the situation. This happens because the worker is inexperienced, disturbed too often, worried, overworked and not appreciated.



Ways to Remove Fatigue

- Take rest briefly
- Alternate light and heavy task
- Use labor saving devices
- Delegate some work to others
- Make the work more interesting
- Work in groups instead of alone
- Have a proper work place
- Have proper equipment
- Develop skill at work
- make the atmosphere pleasant
- reduce mental tension
- appreciate the worker, and
- give rewards for good work.

Previous Years Question

1. Give eight tips to a busy mother to simplify her work at home. 4

Answer: The various ways or methods of work simplifications are as stated below:

- i. Keeping your work place organized
- ii. Using labor saving devices
- iii. Using appropriate work movements
- iv. Changing the work sequence
- v. Using appropriate postures
- vi. Working at appropriate height
- vii. Dovetailing
- viii. Using ready - to - consume items

2. Define fatigue. Differentiate between physiological and psychological fatigue. 4

Answer: The feeling of tiredness causing desire to stop working is called fatigue.

Physiological Fatigue	Psychological Fatigue
Physiological fatigue occurs when a lot of energy is utilized for physical activities and you feel exhausted.	<p>Psychological fatigue occurs due the unsatisfactory work and work conditions and not due to physical exertion.</p> <p>There are two types:</p> <ul style="list-style-type: none"> • Boredom Fatigue • Frustration Fatigue

3. Define time plan. What six points would you consider while making this?4

Answer: A time plan is an advance plan of all the activities to be performed within the allotted time.

1. List all the activities to be performed in the allotted time.
 2. Underline all the activities which need to be done at a definite time.
 3. Make an estimate of the time required for the activities listed.
 4. Arrange the activities in the sequence in which they are to be done.
 5. Schedule for the other family members and make necessary adjustments if required.
 6. While sequencing, the activities which require similar equipment or work area, should be listed together.
4. What could be four possible reasons, students often suffer from boredom fatigue?

Answer: The four possible reasons for which students often suffer from boredom fatigue:

- i. The subject is not interesting
 - ii. The subject is very difficult
 - iii. There is a lot of distraction/noise in and around the classroom
 - iv. The teaching is in monotone
5. Write two causes of boredom fatigue and frustration fatigue. Also suggest two ways of removing fatigue.

Answer:

Fatigue type	Causes
Boredom fatigue	<ul style="list-style-type: none"> • This happens because the work is monotonous and uninteresting. • The working conditions are unsatisfactory or dull. • The tools used are

	troublesome.
Frustration fatigue	<p>This happens because the worker is:</p> <ul style="list-style-type: none"> • Inexperienced • disturbed too often • Worried • Overworked • Not appreciated

Ways to Remove Fatigue:

- Take rest briefly
- Alternate light and heavy task
- Use labor saving devices
- Appreciate the worker, and give rewards for good work.

6. Write any *two* steps to reduce the load of a peak load period. 2

Answer: The *two* steps to reduce the load of a peak load period are:

- i. All family members can assist in reducing the stress of peak load periods.
- ii. Outside help can also be taken to meet the demands.
- iii. Apply all the principles of work simplification like using time-saving equipment, pre-planning and organising things etc