Non-Productive Labor Analysis

How many minutes do employees spend on the following activities each day?

Daily Activities	Minutes	Totals
1. Late starting time		
2. Morning break		
3. Afternoon break		
4. Extended breaks		
5. Stopping early for lunch time		
6. Returning late from lunch		
7. End of day clean-up and pick-up		
8. Washroom breaks		
9. Water breaks		
10. Early quit time		
	Sub-Total	
Labor Activities		
1. Waiting for another trade to finish in the work area		
2. Climbing ladders and scaffolding		
3. Waiting for elevator – multistory projects		
4. Safety meetings, project meetings, or toolbox talks		
5. Correcting flawed work		
6. Cleaning or clearing out a work area where work is to be performed		
	Sub-Total	
Material Activities		
1. Ordering materials		
2. Going to electrical supply to get needed materials		
3. Unloading materials		
4. Gathering materials for an assignment		
5. Searching for materials that are disorganized		
6. Starting and stopping a task because materials are not available		
7. Using improper materials		
8. Waiting for the right materials to be delivered		
	Sub-Total	
Tools		
1. Gathering tools for a task		
2. Putting tools away		
3. Working on broken tools		
4. Looking for the right tool, but can't find it		
5. Looking for tools loaned to another trade		
	Sub-Total	
Supervision		
1. Receiving instructions from foreman		
2. Waiting for instructions from foreman		
3. Reassigned to another task as directed by foreman		
4. Waiting for answers from supervision		
	Sub-Total	
Non-Essential Personal Activities		
1. Smoke breaks		
2. Talking to co-workers or another tradesman		
3. Practical joking		
4. Personal phone calls		
5. Personal texting		
6. Personal internet activities – Facebook, checking sports scores, online shopping		
	Sub-Total	
Misc. Other Items		
1.		
2.		
3.		
	Sub-Total	
	GRAND TOTAL	

Divide the total minutes (hours) into eight (8) hours, then you will know the percentage of daily lost time, per each employee. Review areas and determine if the non-productive time is legitimate or needs correction.