

# Plan to Simplify Work



There are many jobs that must be done in a day. For many tasks, there may be a way to make the job easier. To save your energy and to limit stress to your joints, think about the tasks you do. Think about these questions before you start a job.

- **What is the job?** Write out the details of the job. List all you need to do for the task.
- **Why is this job needed?** Maybe it is to have clean dishes or to have a dessert when you have visitors.
- **Where is the best place to do this job?** Think about where things may be stored. Is there a work surface or space available to do the job? Will the person doing the job be comfortable in the place? Maybe it should be done in another room or outside.
- **When is the best time to do the job?** Right after dinner or later in the evening.
- **Who is the best one to do the job?** Maybe this is a shared task that can be done with others. Maybe another family member should do this or someone should be hired to do the task.
- **How can this task be made easier?**
  - ▶ How should equipment be changed to make task easier?
  - ▶ How can I use fewer and more efficient motions?

Think about the questions above. Is there a better way to do the work? Can you save energy or do fewer motions? Are there better tools or a better work space for this job? Are the steps of the job in the right order so you don't have to repeat steps? Are there easier materials to use? Is the finished product okay?

Use the new method you came up with a time or two to get used to it. See if you are able to make your work easier and use less energy.

**If you would like more written information, please call the Library for Health Information at (614)293-3707. You can also make the request by e-mail: [health-info@osu.edu](mailto:health-info@osu.edu).**

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