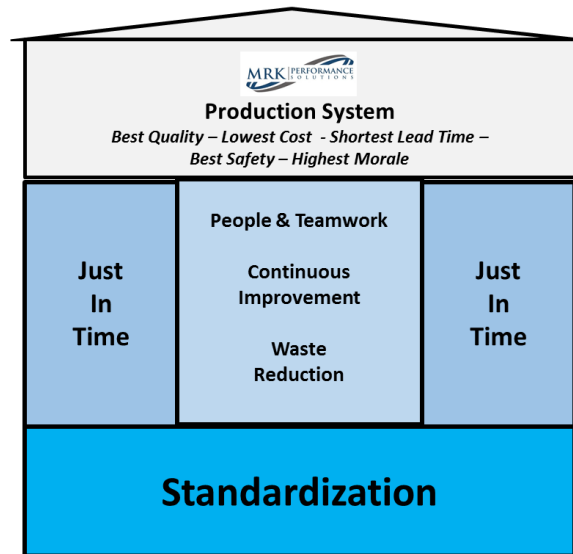


## The Role of the Front Line Manager and Standard Tasks



Supervisors in today's manufacturing environment can get involved in too many firefighting tasks which prevents them from having enough focus on the strategic initiatives that they need to be paying attention to. In the past, many organizations did not involve their hourly personnel in the operation of the business as they do now, and this caused supervisor's effectiveness to suffer because they had to deal with issues that staff on the floor could resolve on their own, given the necessary responsibility.

The future state of a good and lean organization needs to clearly define the roles and responsibilities of everyone. Each person needs to clearly understand what their position is and avoid overlapping into other people's roles. This overlapping of roles leads to a lot of waste in an organization.

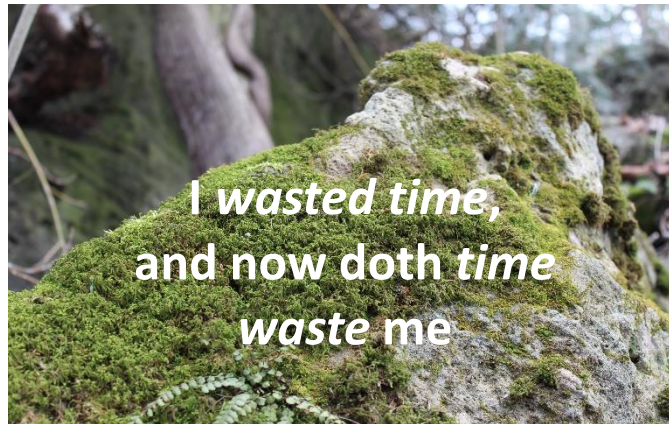
The first line supervisor needs to focus on making the week for their area a success by:

1. Teaching, mentoring and coaching people in their area.
2. Developing strategic plans and the necessary timing to execute those plans.
3. Support the team members and support personnel that the supervisor is responsible for.
4. Lead continuous improvement by ensuring the team is involved in Problem Solving to eliminate waste.

To accomplish these items from the supervisor's areas of focus, it is necessary to have a Daily Routine that needs to be followed. It is also necessary for not only the supervisor but all others who have a leadership roll up and down the organization to have a daily routine. Having a Daily Routine is important because:

1. Provides structure
2. Builds good habits
3. Increases efficiency
4. Negates the need for willpower and motivation
5. Builds momentum

6. It helps you become good at things
7. Saves work on the back end



**Do Not Be A Time Waster – Use Your Standard Daily Routine**