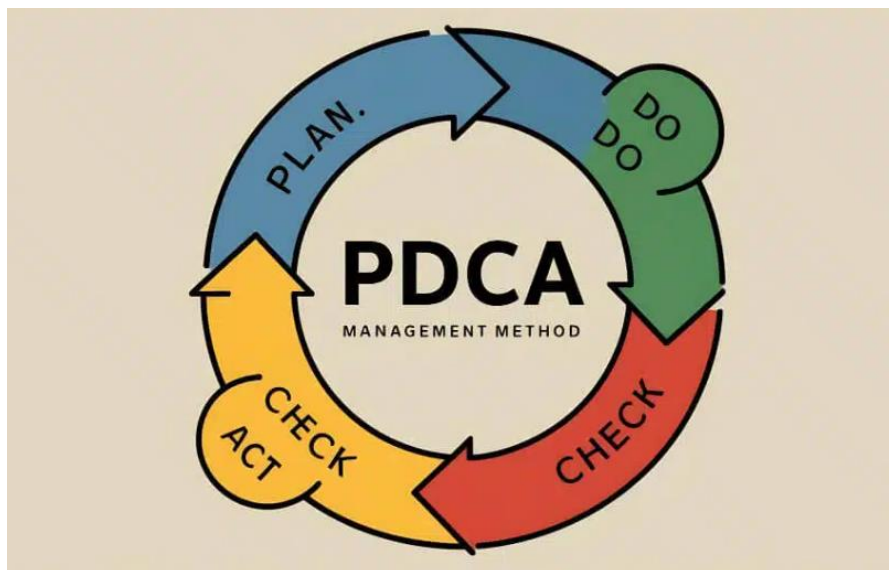


# Purposeful Productivity: Building a Culture of Continuous Improvement

## 🎯 Chapter 2: Real Micro Improvements to Boost Your Productivity

### Introduction

True productivity doesn't come from major projects, but from **small daily improvements** that anyone can apply without extra resources. With a simplified eKaizen approach, each of us can start today to optimize our own workspace, tools, and routines—always aligned with the **SIE** values.



### 💡 1. Express PDCA Cycle

We adopt the **PDCA** (Plan–Do–Check–Act) cycle in a very practical way:

1. **Plan:** Choose one specific point of your day (for example, where you place your most-used tool).
2. **Do:** Implement a minimal adjustment (for instance, move that tool to a more accessible spot).

3. **Check:** At the end of the day, note whether you saved time or avoided unnecessary steps.
4. **Act:** If it worked, keep it that way; if not, try another small change tomorrow.

## 2. Super-Basic Tools

Tool	Immediate Adaptation	Frequency
Spreadsheet	Add a “Daily Improvement” column	Daily
Small Whiteboard	Mark a “✓” each time you apply your micro improvement	Daily
Post-it Notes	Jot ideas and stick them in your workspace	As ideas arise

**Tip:** In your task list, add a “Improvement” column and write notes like “tool repositioned” or “format optimized.”

## 3. Three Highly Feasible Micro Improvements

### 1. Reposition Your Primary Tool

- **What to do:** Place your most-used tool in a fixed, easy-to-reach spot.
- **Impact:** Saves seconds every time you use it.
- **SIE Value:** *Be Excellent*

### 2. Define Clear Work Zones

- **What to do:** Use tape or labels to mark your “clean zone” and “work-in-progress zone.”
- **Impact:** Prevents confusion and reduces extra steps.
- **SIE Value:** *Integrity in Every Action*

### 3. Pre-Shift Quick Checklist

- **What to do:** Before starting, verify a brief list: tools ready, documents on hand, area clear.
- **Impact:** Prevents interruptions due to missing items.
- **SIE Value:** *Empathizing to Make an Impact*

#### 4. Three Phases for Gradual Implementation

##### 1. **Week 1: Improvement Logging**

Simply record your daily micro improvement in the spreadsheet (no pressure).

##### 2. **Week 2: Trial Adjustments**

Select 1–2 micro improvements from the list and put them into practice.

##### 3. **Week 3: Standardize and Share**

If they work, display them on a visible board or send a brief internal update.



#### 5. Connection to SIE Values

- **Be Excellent:** Every detail counts—small adjustments add up to big differences.

- **Integrity in Every Action:** Record and report results honestly, no matter how minimal.
- **Empathize to Make an Impact:** Always consider how your changes help everyone's work.

### **Closing and Call to Action**

What seems like a 10-second improvement today can translate into hours saved and fewer frustrations over a month.

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