

Knowledge of what methods are available is also of prime importance. Acquisition, comprehension, and familiarity with various methods are vital, for without such knowledge adoption of the best method might not be possible. Usually, within any given field, a wide variety of methods is available. The more the manager is aware of these various methods, the more likely the possibility of selecting the proper one for a given occasion.

Imagination is of extreme importance in determining the method to be used. Many times the way or means of accomplishing the objective require the ability "to think up," to create the means by which the activity should be carried out. The ability to devise new means of performing essential work is a part of the contribution of managers concerned with methods. They readily accept the challenge of figuring out "a way of doing it" and evolve methods previously believed unobtainable.

In practice, methods are usually used in reference either to manufacturing effort or to office work more frequently than to other major occupational efforts. However, methods are found in all activities. In marketing planning, for example, it is fundamental to decide the method to be followed by salesmen making personal calls upon prospects.

PROGRESS IS KEY WORD

Since the very first stages of production and trade, methods have been characterized by progress; the over-all picture has been one of constantly evolving better ways of performing work. This evolving step came from a number of causes, probably foremost of which is pressure of competition. The need to keep ahead and to show the way is a strong motivation toward the attainment of progress.

The desire for a better standard of living is likewise important. Every normal individual wishes products and services which add to his health, security, comfort, satisfaction, and enjoyment. The underlying desire is to purchase a better product—one of better performance, better appearance, and better quality. To provide this greater value, improvements must be achieved, and in this respect, method offers tremendous possibilities.

Accomplishing a given task with less effort or accomplishing more with the same effort is a part of the managerial objective. F. W. Taylor, referred to as the father of scientific management, pointed out that production is the key to material prosperity. In his studies he discovered that the greatest output is achieved when a known task is performed in a

definite manner and within a definite period of time. The manner of performing was highly important and was provided in the form of an instruction card which explained in some detail how the work was to be carried out.

FACTORS CONTRIBUTING TO METHODS IMPROVEMENT

The replacing of manual methods by mechanical means is rationally one of the most effective ways for increasing the output of an employee. For most products, a method utilizing mechanization is usually more productive and costs less per unit (assuming sufficient volume to justify the machine) than a method employing mainly manual operations. Machines, tools, and equipment should be used wherever possible because they relieve the employee of physical effort and fatigue and thus increase his productivity. However, in many instances, progress is achieved by making improvements in the already existing mechanized process, and so the problem becomes one of finding a better way to improve the current machine method.

In planning to obtain the maximum output per unit of time or the minimum production time, procedures and methods should be designed or overlapped as far as possible. This state of affairs is illustrated by the use of a conveyor line for processing. If twenty packages are on the line, the ideal goal is to perform simultaneously the twenty successive operations respectively on the twenty packages.

PRINCIPLE OF OVERLAP

The lowest time required to perform a group of successive operations on the product is obtained by performing the operations with maximum overlapping.

OTHER CONSIDERATIONS

Mechanization is usually thought of in connection with production processes, but it also has economic applications in the field of marketing. For example, in 1975 over one billion dollars were spent for machine-vended merchandise. In cigarette stores, over 400,000 machines were used and approximately 74,000,000 packs of cigarettes a week were sold. Vended merchandise as a method of marketing offers distinct advantages in that it reduces costly labor handling for popular priced items, is convenient, reduces pilferage, and effectively utilizes available floor space.

The combining of necessary components is a frequently used means for acquiring improvement over an existing method. If a compound

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