Workplace Efficiency Booster

Doing an assessment at the start of the process will give you a benchmark to measure the progress you make

	Before	After
1. How long does it take to set up the shed for milking? (put in the amount of time in minutes)	Morning milkings _____ Afternoon milking _____	Morning milkings _____ Afternoon milking _____
a. Does it change when different people in the team do the task?	☐ Yes ☐ No	☐ Yes ☐ No
2. How long does it take to milk the cows? (cups on to cups off last cow)	Morning milkings _____ Afternoon milking _____	Morning milkings _____ Afternoon milking _____
3. How long does it take to clean up after milking?	Morning milkings _____ Afternoon milking _____	Morning milkings _____ Afternoon milking _____
a. Does it change when different people in the team do the task?	☐ Yes ☐ No	☐ Yes ☐ No
4. How long does it take to do the plant wash?	Morning milkings _____ Afternoon milking _____	Morning milkings _____ Afternoon milking _____
a. Does it change when different people in the team do the task?	☐ Yes ☐ No	☐ Yes ☐ No

Dairy NZ

	Before	After
5. How many times a day do you and the farm team search for tools/equipment/information to do a job? (count any time you can't go straight to the item you want)	Number of times per day _____	Number of times per day _____
a. Approximately how many hours is spent searching per day in total	Total hours per day _____	Total hours per day _____
6. How often do you run out of consumable items, e.g. drugs, paint, etc? (write down the number of times this happens)	Number of times per week _____ Number of times per month _____	Number of times per week _____ Number of times per month _____
7. Do you and your team get all of the jobs done each day?	☐ Yes ☐ No	☐ Yes ☐ No
8. How often does the team do maintenance? (circle most common frequency)	Weekly/monthly/no fixed time	Weekly/monthly/no fixed time