

## CONTENT

	Page
1. Definition and Scope of Motion and Time Study	3
2. History of Motion and Time Study	10
3. The General Problem-Solving Process	21
4. Extent to Which Motion and Time Study May Be Profitably Used	32
5. Work Methods Design – the Broad View	40
6. Work Methods Design – Developing a Better Method	50
7. Process Analysis	63
8. Activity Charts ; Man and Machine Charts	97
9. Operation Analysis	110
10. Micromotion Study	128
11. Fundamental Hand Motions	135
12. Motion Study and Micromotion Study Equipment	149
13. Making the Motion Pictures	162
14. Film Analysis	169
15. The Use of Fundamental Hand Motions	190
16. Human Engineering	209
17. Principles of Motion Economy as Related to the use of the Human Body	221
18. Principles of Motion Economy as Related to the Work Place	256
19. Principles of Motion Economy as Related to the Design of Tools and Equipment	289
20. Motion Study, Mechanization, and Automation	307
21. Standardization – Written Standard Practice	321
22. The Relation of Motion and Time Study to Wage Incentives	330
23. Time Study : time Study Equipment; Making the Time Study	342
24. Time Study : Determining the Rating Factor	374
25. Time Study : Determining Allowances and Time Standard	395
26. Mechanized Time Study and Electronic Data Processing	418
27. Determining Time Standards from Elemental Time Data and Formulas	428
28. Use of Elemental Time Data and Formulas : Gear Hobbing, Soldering Cans	441
29. Determining Time Standards for Die and Tool Work	456
30. Systems of Predetermined Motion –Time Data ; Motion –Time Data for Assembly Work	471
31. System of Predetermined Motion-Time Data : The Work-Factor System, Methods-Time Measurement, Basic Motion Timestudy	487
32. Work Sampling	511
33. Measuring Work by Physiological Methods	549
34. Fatigue	563
35. Motion and Time Study Training programs	580
36. Training the Operator – Effect of Practice	607
37. Evaluating and Controlling Factors Other Than Labor – Multi-Factor Wage Incentive Plans	639
38. Motivation and Work	639
39. Job Enlargement – Deliberate Change	674
40. The Individual Rate – Performance Premium Payment Plan	688
41. The Lakeview Plan	702
Appendix A Time Study Manual	715
Appendix B Wage Incentive Manual	722
Problems	733
Illustrations from Other Books by the Author	768
Bibliography	769
Index	789