



5s Techniques to Optimize Classroom Organization



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Abstract

This research project was focused in the 5s methodology for the improvement of an elementary classroom. The 5s is defined as a method of five steps that seeks to improve working space, eliminate waste and improve efficiency within the service industry. In this research the 5s tool can be utilized to improve the organization and time management with a small classroom that provides tutoring services for elementary students.

Problem and Objective

The students take approximately 20 minutes to get their books and materials from the classroom bookshelf. This is very detrimental because the tutoring class is 60 minutes. Students have to go through all books in order figure out which one is theirs. This is because all of the books are piled on top of each other and are not identified with a label.

This project aims to improve organization within the classroom, reduce waste, improve layouts, reduce time effectively generate more space and increase efficiency. The 5s tool will allowed to increase lesson plan coverage up to 50 minutes, as oppose to the previous 40 minutes of lesson coverage recorded.

Methodology

A systematic approach needs to be used as a methodology to achieve the goals of the project. Since the purpose of the project is to improve classroom organization for the optimization of time management and reduction of waste the 5s tool will be used

Introduction

Teaching has a lot of challenges and one of them is keeping the classroom organized. The first thing students notice when they get to the classroom the first day of school is how organized it is. This has a very important role on the behavior and cognitive focus of students. An organized classroom becomes a behavioral model for students.

The teacher is responsible of sorting, set in order and standardize the aesthetics setting of the classroom and students are responsible of shining and sustaining the new habits learned throughout the semester. Implementing 5s methodology helps students become more functional and independent during the early stages. This research project will be focused on the improvements 5s methodology can bring to the elementary tutoring classroom and behavioral component of students.



Results

Sort - As part of the sort phase a sort flow diagram was used to determine which materials should be eliminated. Another tool that was used for sorting is an inventory chart of classroom materials.

Item	Quantity
Geo Math Vol 1	6
Textbook	
Geo Math Vol 2	4
Textbook	
Geo Math Vol 3	2
Textbook	
Geo Math Vol 4	6
Textbook	
Scientific Math 3 rd	2
Textbook	
Science Vol 3	4
Workbook	
Normal Science	4
Textbook	
English Textbook Vol 1	1
English Reading Vol 1	1
English Reading and Comprehension Program 6 th workbook	60

Set in Order-The materials that were classified as useful were kept and organized in a designated space.

Shining-The items were cleaned and efficient work was carried out.

Standardize-Through the process of sort and set in order we were able to organize materials within the bookshelf. Identification labels were used to implement visual controls in the working area. The bookshelf was divided into five stations.



Sustain-During this last stage a task checklist will be utilize daily.



Conclusion

The 5s methodology has contributed positively to the classroom management techniques. The efforts of this tool enable the teacher to give her lesson for 50 minutes instead of the 40 minutes recorded. Waste elimination was our first goal, this was achieved through the sorting and set in order phase. The second goal of this project was to improve classroom management through the teaching of positive habits within the classroom.

References

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