

Suggestions On How To Get And Develop Your Ideas

In the business of getting ideas for suggestions, there are no set pattern, rules nor regulations.

Inspiration may come in many ways—sometimes in a flash, sometimes by a long and hard process of observing and thinking things through. More often, it comes this way—by carefully eliminating the possible solutions to a problem until the best practical one remains.

When you're looking around for possible ideas, remember—

Examine Your Own Job. Some of the best ideas come from this source. And you are in the best position to know your own work. Ask yourself such questions as, "Is there an easier way?" "Is this step or process necessary?" "Can I improve the quality of my work?" "Can it be done quicker, better, and with less effort?"

Make a Breakdown of Your Job. Write down all operations step-by-step and think of which might be eliminated or improved upon by your idea. Put it on paper, explaining your idea in detail. Draw a sketch if you think it will help to explain your thinking.

What To Look For. Here are a few suggestions on an almost endless list:

1. Operations that can be simplified, combined, or rearranged. Unnecessary operations or elements of operations.
2. Eliminating needless work.
3. Overlapping clerical effort, duplicate records
4. Saving time on the job
5. Improving methods of production
6. Devising new equipment to do better work
7. Reducing or eliminating waste materials

8. Unnecessary forms, or unused parts of forms

9. Improving quality of work

10. Improving design or equipment and tools

11. Promoting safety on the job.

Develop The Observation Habit. You need not stop with your own job in looking for ideas. Often there are possibilities arising from the work of your fellow employees.

Suppose you have reached the point of writing up an idea. Make certain it is complete. Will it work? How does it benefit the operation? Are there disadvantages you cannot eliminate? Maybe they can be ironed out.

When you reach for that suggestion form, remember to cover all angles of your idea, so far as you can. This will help speed the decision and bring your answer quicker. Draw a picture on a separate sheet if you think it will help. It need not be fancy or artistic.

Use a separate sheet for each idea.

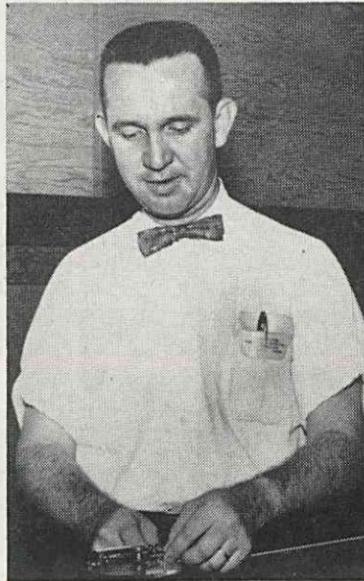
A Last-Minute Look. Before you drop your suggestion into the box, look it over. Satisfied? Write your name, department and the date it is submitted.

INQUIRING REPORTER

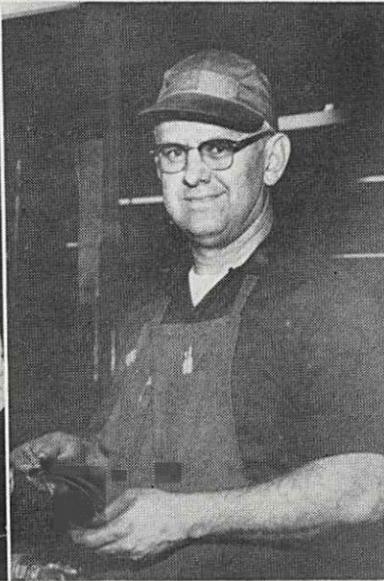
Employees Tell Why They Turn In Suggestions



Workers here who turn in ideas to the Company Suggestion Award System represent almost all job assignments at the plant. Many are "repeater" winners of the cash awards. The six employees featured here have turned in a number of suggestions in recent months; and most of them have had more than one idea adopted.



Alfred Kessell, Laboratory—Improvement in production and working conditions at the mill are the chief factors I have in mind when developing ideas to turn in. The money received is a reason, of course, but I always remember that suggestions that lead to improvements help the Company, and in turn, help all of us. My first suggestion didn't meet approval. But I kept on trying. Some ideas I thought not too important amounted to more than I had anticipated.



Cramer Little, Shop—It's good to get money for my ideas, for that's a legitimate reward for a man's thinking on the job. My suggestions center in controlling waste in materials in the Shop. If each worker can help the Company do a better job of production, employment will be better insured. The cheaper we're able to produce without sacrifice of quality, the better we'll meet competition. It'll help our wages, too.



Rosie Francum, Tool Room Clerk—I'd say a worthy guide to suggestions is the desire to provide a better way to efficiency in operations and to promote safety on the job. When I get an idea which I think might lead to improvements in my work or in the operation of the Shop, I work it out in as much detail as I can. Because of the safety hazards around a machine shop, I'm always conscious of accident prevention.

Prescription For Freedom: Your Vote

Benjamin Franklin saw the wisdom of electing good men to office rather than to depend on riches and military strength to maintain a nation. In 1750 the great patriot said: "Wise and good men are, in my opinion, the strength of a state far more than riches of arms, which, under the management of ignorance and wickedness, often draw on destruction, instead of providing for the safety of a people."

Especially is this true in 1956 when we will be naming a President and Vice President, a third of the U.S. Senate, all of the House of Representatives, 30 Governors, many new State legislators and thousands of local officials.

THE RIGHT to vote is a precious privilege. The only direct hand you have in American government is your power at the ballot box. Without that power, you cease to live in a democracy.

By this time, citizens in North and South Carolina will have registered in order to vote. But

even some who are registered do not bother to vote on election day.

Remember your vote could decide vital issues. Study the issues and candidates so you can vote intelligently. Vote as you please, but vote on Election Day, Tuesday, November 6.

UF Campaign

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United Community Campaigns of America. He is a former National Campaign Chairman.

IN A RECENT address given to coincide with the opening of the annual fall campaigns, Mr. Firestone said that the Community Chests of America assure every man, woman and child a helping hand when the need of help arises.

"It is America's way of taking care of her own. Those who need help receive it without sacrificing any of their personal liberties," he said.

"In carrying on its work, the Community Chest transcends all differences of race, creed, politics or vocation. Through its unifying influence, we are not merely a nation of united states, but also a nation of united people.

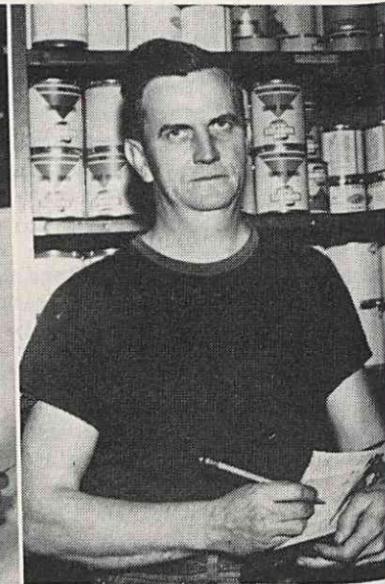
"**ONE OF** the primary functions of the Community Chest is to take care of those who are too young, too old or too physically or mentally handicapped to work, regardless of the level of



Hazel Foy, Synthetics Twisting —Reduction of waste and seeking a better way of doing my work, are usually the motives behind my ideas. This applies not only to my job but to the job of others, too. One suggestion I turned in lacked sufficient details, so I figure that in time I'll work it out and turn it in again. My ideas come from observation which leads me to thinking of ways of controlling unnecessary waste of materials, time and labor.



Nell Robinson, Cloth Room—In my work as a cloth burler, I am always aware of quality. Naturally, that leads to the source of some of my suggestions. Several of my ideas have dealt with the improvement of working conditions in the Cloth Room, so as to make for more efficiency in operation. I recall that one of my suggestions concerned lighting. It made a big difference when the suggestion was adopted and put into effect where I work.



Ralph Moton, Supply —Most of my ideas are born of the desire to make things more convenient for myself and others who work here. I just keep looking around, asking myself the question, "How can things be improved?" Most of my adopted ideas have resulted in time and labor-saving improvements and more efficient operation in Supply. You could take the pay out of the Suggestion System, and it would still be to your advantage to turn in ideas.

Don't Give Fire Place To Start

Is fire lurking in your house, waiting to strike at some unexpected time? If oily rags and mops are carelessly kept, or newspapers, discarded clothing and boxes heaped in attic or basement, flammable liquids left in the house, fire can start at any time.

Check up. Clear out these threats to life and property.

employment. Another of its fundamental purposes is to furnish support to organizations devoted to the cause of American youth, and thereby help to mold the character of future generations," he said.

"As long as children are orphaned by the hand of death, as long as the aged and disabled are unable to work, as long as

social problems continue to exist, there will be an urgent need for the Community Chest.

"**THE COMMUNITY** Chest campaign is a vital battle in the age-old war against poverty, disease and misfortune. Like all wars, this one, too, costs a lot of money. But every day brings new victories over discouragement, disability and despair.

"Every American is determined to do his part to help juvenile delinquency and to give a helping hand to those who are handicapped and destitute," he added. "He knows that there is no man-made law which says he must help. But he also knows that there is a supreme law of Divine Providence which says he should help."