

Lesson 12: Batch Processing

Video Transcript

Hi and welcome to another Time to Change video by The Practical Disciple. I'm John Arnold and we are going to talk about batch processing. If you have never heard of batch processing it's actually a term that was borrowed from computer programming. **What batch processing is is taking some step or task that needs to be repeated off and on and taking and lumping all the times you are going to do it together, so that you only have to get in and out of that process one time.**

For instance, you are already doing this if you listened to my tip on processing your email at set times during the day. For example, I process my email at 11 a.m. and then again at 3 p.m. That's a form of batch processing rather than responding to each email as it comes in. I take a lump of time. I put all of those emails together. I go into that email program one time. I rifle through those as quick as I can. Respond to things I have to. I get out. I set it to the side and it doesn't bother me again for the rest of the day until 3 o'clock, then I do another batch.

You can do this with lots of little things. You can do this for instance with bills. Taking your bills and having a set time once a week, a system for paying them where you get out your stamps and envelopes or whatever you need and you do it all at once. Or, if it's going online and paying bills, then you get online and just pay them all at once. You batch them together and do them at one time.

There are a couple of ways that I do this in my life, regularly. One thing we do in our home is we project what we want to eat for the week and we frequently try to have a menu for the week. My wife will then go out and shop for the whole week. Sometimes I do that. We try to limit our shopping, so that we are not doing this thing where you are going in on the way home to get this or on the way out to get that and every night you are trying to figure out what am I going to eat. Just take some time and say, "Okay, what do I want to eat this week" and plan a meal menu. Shop one time. You'll save a lot time. You'll save a lot of gas and you will save a lot of money too. When you do that.

Another thing that I do that's kind of creative, I don't know if you have ever heard of freezer cooking. I got us a freezer...I got my wife a freezer for Christmas last year, a chest freezer, and some times I will have a freezer cooking day. I will crank out 8 or 10 casseroles, 10-12 casseroles and load our freezer with them. So that when we want, if we are in a hurry, we can just reach in there, pull something out, throw it in the oven and we have dinner. We have a meal. Even when I do that I have a mini-batch within a batch because for instance if I decide on that day I am going to fix chili. Well, I don't just cook a batch of chili. I'll make 3 or 4 or 5 times what I would normally make. I'll freeze it in one gallon bags. Then I've got 5 batches of chili in one gallon bags in my refrigerator.

I do the same things when I get ground beef. I'll take ground beef and buy it in bulk. I'll cut it up and I will usually take 6 or 7 pounds and I will brown all 6 or 8 of it at once, put it in one pound packages and put it in the freezer. And, that is batch processing that meat. Instead of having to thaw something out and having to brown it every time I have to do a recipe. I can do that once for 6 or 8 times that I am going to need it. I can just reach in the freezer, pull it out, put it in the recipe. I am saving all that time because I clean up and prep one time instead of 6 or 8 times. If you want to read more about that I have an article on my blog about it. Go to my blog and in the search box you can put in "freezer cooking." And it will pull up an article that will tell you about that. So you can have more details about that there. Also, I will put a link in the email that goes to that article here. If you want to find out some ends and outs of how to do that. (note to 'Time to Change' students there is a link to this article on the lesson 12 page.)

I am going to concretely challenge you to do something that is a batch task to wrap up this video. **That is...I would like you to make a list of 5 things that you regularly have to buy, that won't go bad. Go out and shop and buy 5 times what you would normally buy of those 5 things.** For instance, toilet paper...I want you to go out and buy what is an insane amount of toilet paper and store it. So that you only go and shop for it once.

Can goods. We eat green beans very regularly. It's one of my kid's favorite green things to eat, so I buy green beans by the case and just put a whole case on my shelf. So think through five things and buy five times what you normally would and stock with it. So that you only have to buy that once may be a quarter. You are not having to go every week having to pick

something up. You just have your own supply of it. You will save a lot of money. You will save a lot of gas. You will save a lot of time.

So, that is batch processing for you. **You can apply it to all kinds of things. You can apply it to processing mail or phone calls. Just about any task that is going to pop up and be repetitive.** Take the many times you would do that and put it all into one lump time, so that you are not getting into and out of that process over and over and over again. So, that is your tip for the day and I look forward to seeing you in the next video.