

To: Dr. Erika Paterson

From: Ayaka Matsuno

Date: June 17, 2021

Subject: Proposal for Determining the Feasibility of Reducing Work Time in Shibata Lab at Nagoya Institute of Technology

Details about my Readers

This proposal is prepared to reform labor conditions in one of the laboratories at Nagoya Institute of Technology in order to increase the quality of professors' and students' everyday life. The report will be addressed to the main professor at the laboratory with recommendations on how to ensure healthy work routines and implement optimum working hours. Therefore, summing up the students' opinions, I would like to suggest some ideas to him.

Introduction

To maintain significant achievements at work, workers need a stress-free environment and reasonable hours, so they have a healthy work-life balance. On the other hand, when a person is required to work beyond his/her capacity and strength, he/she works long hours. Recent studies have recommended people to work reasonable hours in order not to have stress, pressures, and physical and mental "overwork-related disorders," such as stroke, ischemic heart disease, and depression.

Statement of Problems

Shibata laboratory at Nagoya Institute of Technology contributes significantly to the chemistry field and publishes a lot of research papers, so it receives a lot of client offers from companies including foreign enterprises. The workers, many who are students, should meet these high expectations so that they work long hours. In order to create a healthier work environment without stress and pressures, these expectations of the workers need to be reduced, which eventually results in improved work efficiency and quality of workers' lives.

Changing the workers' work style in this lab may bring the following benefits:

- Enhancing physical health
- Enhancing mental health
- Increasing work efficiency
- Improving personal life

Proposed Solutions

Two possible solutions are given in order to ensure healthy work style and have optimal working hours. First, in order to reduce each worker's amount of required work, hiring some more researchers or limiting the number of contracts with companies per year are recommended. When the required

work is within their capacity, they will not feel stress, which leads to keeping proper immunity and staying healthy. Second, it is necessary to reduce working hours in order to work more efficiently. Working shorter can produce the same results as working longer does. By shortening work hours, the professors and students can have their personal time for relaxation and sleep. Eventually their concentration and efficiency will enhance.

Scope

To study the feasibility of reducing the work hours at Shibata laboratory at Nagoya Institute of Technology, seven inquiries are investigated:

1. How do the students behave in the lab?
2. How do some students think about their work and what do they recommend in order to improve their workplace?
3. How long do the students work in the lab per day? How is the result interpreted based on some published research results?
4. What physical effects do the students have? What physical effects do workers working long hours have based on some published articles?
5. What mental effects do the students have? What mental effects do workers working long hours have based on some published articles?
6. How effectively do the students think they work? What is the relationship between work hours and work efficiency based on some published articles?
7. How much free time do the students have per day?

Methods

Based on observing some students' behaviors in the lab, interviews with these students, surveys, and reviews of some published articles, this report investigates whether the students in Shibata Lab at Nagoya Institute of Technology work long hours and whether decreasing working time can ensure healthier work practices.

My Qualification

I have been working with Dr. Shibata's research on development of reactions containing fluorine for nine months at Nagoya Institute of Technology as a researcher. Therefore, I can ask the students to answer the survey and talk about their work routines and current working conditions.

Conclusion

Clearly, some actions are required to decrease the professors' and students' work hours. By addressing the seven inquiries, I can determine the feasibility of reducing the work time and making more personal

time. This leads to more efficiency and energy for them to perform their work, while keeping their body and mind healthy. With your approval, I will begin the research immediately.