Martin, Wolfgang:

THE SCIENTIFIC STUDY OF LABOUR — A PREMISE TO THE ADMINISTRATIVE OPERATIONS RATIONALIZING

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This article gives a many-sided analysis of the elements of the labour process and of the factors which influence the performing of administrative work (furniture, lighting, auxiliary devices and machines, communication system, etc), of the use of the working time and of the organization of the work space. This leads to a synthetic indicator concerning the rate at which administrative operations are carried out. The indicator is expressed in the form of the rapidity with which a certain work passes through a given administrative compartment.