



Assemble Documents on desk and rise from seat.

**Action**

Pick up stack, jog and put aside  
Stand Up and Sit Down

**Code Freq. Sub Tot. (milliminutes)**

SJ50	1	50	
BC80	1	80	
		<b>130</b>	11%

Walk to filing area

Basic Walking (40 paces)  
Open Door Walk through and close door

BW9	40	360	
BD80	1	80	
		<b>440</b>	37%

File Documents

Locate File  
Pick up or put aside medium object  
File document in manilla wallet  
Return File

RL25	2	50	
HM17	1	17	
FF85	1	85	
HA15	1	15	
		<b>167</b>	14%

Return from filing area

Basic Walking (40 paces)  
Open Door Walk through and close door

BW9	40	360	
BD80	1	80	
		<b>440</b>	37%

Return to seat

Included in code BC80 above

**Total 1177**