## The Thieves of

elping teams to identify where and why they lose the most time.

## Purpose:

- · Helping teams to understand waste.
- · Helps teams to visualise and discuss areas of waste within
- · Identifies and creates the first steps on the path to protect the teams time.
- Empowers the team to take back control of their time.

Can be used face to face or remotely.

## The Thieves of Time

## The Plan

Set the Stage

- Team to add sticky notes for what went well, could be improved and Kudo's (timebox to 10 mins).
- Read through what went well.
- Now explain to the team we will work on the areas to improve (we will come back to Kudo's).
- · Total time 15 mins.
- Explain we have people who steal our time and we need to find a way to stop them.
- Ask the team to move the sticky notes from the could be improved into one of the 6 time thief areas.
- Discuss each area and identify the biggest thief.
- · Total time 30 mins.

Gather Data

Decide

Actions

Insights

- Move the biggest thief into this area for discussion. Discuss idea's on how you can identify this thief.
- Discuss ideas on how you could stop the thief.
- Total time 25 mins
- · As a team decide on the actions you will take to stop this thief stealing your time.
- Ensure your actions have owners and the team know they are accountable to stopping the thief.
- Total time 10 mins.

Close

- · Go over the Kudo's sticky notes.
- · Rate the retro
- · Line chart left to right.
- · Place a a dot on the line for your vote.
- · Total time 10 mins.

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Set the Stage

What went well, could be improved and what Kudo's do you want to give?







Gather Data

Move the sticky notes from could be improved into one of these thief areas.

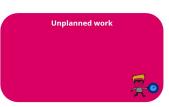
Talk through all the work listed and decide which area stole the most time (dot vote).













Insights

Pull in the area (including sticky notes) that stole the most time.

Discuss ideas on how to stop this thief taking your time.



**Create actions to** defend yourselves from the time thief



The BIGGEST time thief

**Defensive Actions to stop the thief** 



Add a dot to the scale to rate the retro.



