

8 Wastes Worksheet

Instructions: Use this worksheet to identify and document each of the 8 wastes (DOWNTIME) within your process. For each waste category, describe specific examples from your workplace and note possible countermeasures or solutions.

Waste	Definition	Priority High, Moderate, Low	Example in Your Process	Possible Solution
D – Defects	Work that is incorrect or incomplete			
O – Overproduction	Producing more than needed or earlier than needed			
W – Waiting	Idle time while waiting for the next step or input			
N – Non-Utilized Talent	Underusing people's skills or ideas			
T – Transportation	Unnecessary movement of materials or products			
I – Inventory	Excess products or materials not being processed			
M – Motion	Unnecessary movement by people (searching, reaching)			
E – Extra Processing	More work or higher quality than is required			