



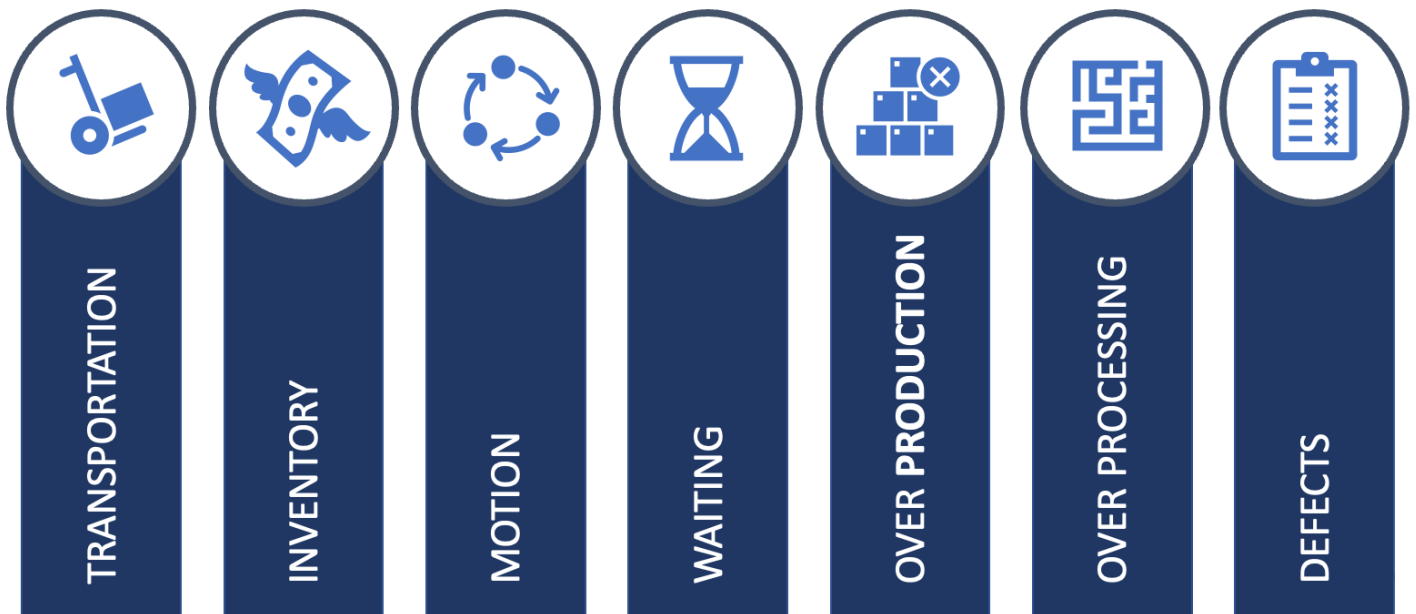
# Forms of WASTE

Seven + One

## Waste is preventing your growth!

The entire business needs to be aligned in understanding the forms of waste, being able to identify them within the value stream, and empowered to eliminate or reduce them as a team.

<p><b>TRANSPORTATION</b> Using people to move items. Movement in the absence of value-add.</p>	<p><b>INVENTORY</b> Producing more to store so that you don't have to produce as frequently.</p>
<p><b>MOTION</b> Reaching, stretching, bending, turning to perform regular work.</p>	<p><b>WAITING</b> Stopping a process to allow other resources, info, or people to catch up.</p>
<p><b>OVERPRODUCTION</b> Making more than what was needed. Doubling or tripling your work/steps.</p>	<p><b>OVERPROCESSING</b> Using excessive tools, resources, or people to achieve a quality result.</p>
<p><b>DEFECTS</b> Incorrect or missing information, results, and resources - not meeting customer expectation.</p>	<p><b>NEGLECTED SKILLS &amp; TALENTS</b> Not using the skills and talents of your team. Failing to involve ALL stakeholders in kaizen.</p>





# Forms of WASTE

Real world examples

## TRANSPORTATION

- Moving hospital patients from department to department
- Sending overstocked inventory back to a warehouse or an outlet store location
- Transportation of products from one functional area to another
- Inefficient delivery routes

## INVENTORY

- Excess production of promotional materials or printed forms
- Cabinets full of office supplies
- Produce or food not used by the expiration date
- Kitchen gadgets that are accumulated and not used
- Unused or rarely used equipment
- Data entry piling up

## MOTION

- People searching for materials, tools, or equipment
- Poorly structured or disorganized workspaces
- Unnecessary meetings
- Having to make too many clicks on a website or software to accomplish a small task
- Having to turn around to perform a repeated task

## WAITING

- Patients in waiting rooms
- Software sitting in the QA queue
- Waiting for responses from other departments
- Manufacturing waiting for component delivery
- Shared driving service cars waiting for a passenger assignment at the airport

## OVERPRODUCTION

- Production of components before the next stage in the process is ready to receive them
- Printing and filing of unnecessary documents
- Creation of meals that are not or partially eaten
- Cars that sit unsold in a car dealer lot
- Making a movie that virtually nobody goes to see

## OVERPROCESSING

- Entering the same data in more than one place on a form or in a software application
- Multiple approval levels for a small spending request
- Ordering unnecessary tests for patients
- Extra report information
- Product features that no one uses

## DEFECTS

- Administering incorrect medication or doses
- Manufactured parts that don't pass inspection
- Software bugs
- Incorrect data entry
- Deliveries with missing or wrong items

## NEGLECTED SKILLS & TALENTS

- Not asking customers for their service feedback
- Spending time on tasks that do not add value
- Career development and planning is absent
- People with advanced skills doing routine work
- Employee ideas for improvement that are ignored