

# 8 Wastes



## 1 Transportation

- Walking to get signatures
- Carrying documents to and from shared equipment
- Retrieving or storing files



## 5 Overproduction

- Making too many documents
- Buying something in advance of knowing exactly what the customer requires
- Duplication of work
- Overcomplicated or complex procedures for a simple task
- Delivering something before it is required



## 2 Inventory

- Unused records, information in database
- Emails waiting to be read
- Office supplies
- Uncompleted files, projects, etc.



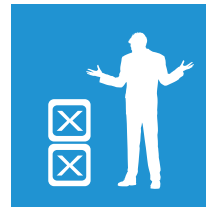
## 6 Overprocessing

- Creating excessive reports
- Repeated manual entry of data
- More parts, process steps, or time than necessary to meet customer needs
- Use of inappropriate software or tools



## 3 Motion

- Searching for files and information
- Handling paperwork
- Looking through manuals and catalogs
- Too many clicks or keystrokes on mouse or keyboard



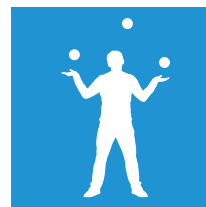
## 7 Defects & Errors

- Data entry errors
- Pricing errors
- Missing/wrong information
- Lost records, information or data



## 4 Waiting

- Long process set-up times
- Unbalanced flow in process
- Machine down-times
- Unbalanced workloads or scheduling
- Approvals



## 8 Skills

- Underutilizing capabilities
- Underdeveloped problem-solving skills