2016 WA State Lean Conference: Lean Office Handout

Wed, 10/19/2016 - 05:09 — Chris
WA State 2016 Lean Transformation Conference

Lean Office: Staying Focused and Organized

In order to make daily time management trade-offs, it's important to understand what you want to do and why you want to do it. In this 60 min session, the student will be introduced to the building blocks of a Lean Office, include making a good plan, understanding the work, managing distractions (email) and identifying wasteful habits. Some key Lean Office tools include; PDCA, KPIs, SIPOC, 5S, 5Ds, Sequencing, Standard Work, WIP, TIMWOOUD, DIG and KATA. A few select tools will be presented along with important habits.

This is the handout from the talk Chris gave in Tacoma on October 19th, 2016 at the WA State 2016 Lean Transformation Conference.

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