

7 WASTES TOOL

PURPOSE

**Work can often be filled with burden & stress
When done right, work should feel like hobby**

**The 7 Wastes are the barriers that get in our way
By continuing to live surrounded by waste, we
lose joy & potential
By removing waste, we can experience shared
joy with our colleagues and family**

HOW TO USE THIS TOOL

Use this tool in your own world to help find waste
‘DEFINE’ - Understand the waste
‘OBSERVE’ - Help easily identify the wastes
‘ANTIDOTE’ - Apply and remove the waste
‘WHAT GOOD LOOKS LIKE’ - What to look for
‘EXAMPLES’ - These are positive and negative

APPLY

JUST PULL THE WEEDS

**The 7 wastes are weeds in the garden that
prevent good seeds from growing
We benefit from a good harvest by learning how
to identify and remove these weeds together**

PLANT SOMETHING BETTER

**As you start removing waste together, you’ll begin
to see how each Kaizen tool replaces our bad
habits with good ones
Plant better seeds so that the weeds don’t come
back with a vengeance and kill the harvest**

SHARE IN YOUR JOURNEY

**If this tool has been helpful in your Kaizen
journey, please share this with the TBP team
We would love to hear from you!**



OVERPRODUCTION

Defined

Making MORE than the CUSTOMER wants NOW

Confusion: Work status is not known

Batch: More than the customer wants

Push: Supplier schedules work

OBSERVE

Piles of paper, parts, or products

Many projects started and not finished

Silo, victim and blaming behaviors

Work scheduled to supplier's push

EXAMPLES

Large projects or BHAG's

Email

Telling your 'employee' to do something

Batch production (cafeteria food, Kaizen Events)



OVERPRODUCTION

Antidote

Making EXACTLY what the CUSTOMER wants NOW

Truth: Current status is known by all

Bit: A smaller quantity, closest to one

Pull: Work is scheduled by customer

WHAT GOOD LOOKS LIKE

Limited Work In Process (WIP)

Limited projects started

Shared joy & can-do attitudes

Work scheduled to customer's pull

EXAMPLES

Working on small 'bit' projects

Real time conversations

Asking your colleague for help, 'no' is okay

One piece flow (made to order, small Kaizens)



TRANSPORTATION

Defined

“Stuff” movement

OBSERVE

Items, data or ideas moving from point A to B
Supply chain disconnected from end customer
Paper used for information

EXAMPLES

Extra moving raw materials between departments
Shuffling things around to make space
Shipping something across the world



TRANSPORTATION

Antidote

Move stuff closer together
Remove the need to move stuff
Adjust stuff's routes

WHAT GOOD LOOKS LIKE

Minimal distance between point A & B
Supply chain located close to end customer
Minimize use of paper

EXAMPLES

Materials needed for work is near work station
Materials organized to be touched only once
Shop local



MOTION

Defined

People movement

OBSERVE

Bending, walking, stretching, flying, driving
Searching: info, person, tribal knowledge,
direction, tool, truth

EXAMPLES

Improper lifting technique
Searching for the political realities of the room
Sitting all day
Company intra-net



MOTION

Antidote

Using tools such as carts, tech, and visual signals
Working to minimize human effort
Team Clean and 5S

WHAT GOOD LOOKS LIKE

Person has materials, tools & information
to get the job done
People moving correctly and safely

EXAMPLES

Proper lifting technique
Low politics, high trust environment
Ergonomic work station with sit or stand options
Visual Management



WAITING

Defined

Any time person, machine or process is waiting

OBSERVE

People standing around and not adding value
Roadblocks causing stoppages
Emails being sent

EXAMPLES

Supplier linstop
Repeatedly starting and stopping projects
Waiting on a diagnosis



WAITING

Antidote

Level loading to balance the work

WHAT GOOD LOOKS LIKE

Little to no down time in work
Work flows
Real time conversations

EXAMPLES

Supplier delivers just in time (JIT)
Have everything needed to finish project at start
Starbucks app order and pickup system



PROCESSING

Defined

A process that is not statistically reliable

Over: too many steps or overly complex

Under: too few steps

Crappy: standard process doesn't exist or not followed

OBSERVE

O: complex standard work, designed rework

U: Inconsistent quality, little face to face

C: Lack of clear Standard Work, high egos

EXAMPLES

O: Rework, 80% of meetings, double data entry

U: Emails (no body language)

C: Workarounds, multiple ways to do a task, tribal knowledge



PROCESSING

Antidote

A process that is statistically reliable regardless of personnel

Ideally designed for lowest skilled person on team

WHAT GOOD LOOKS LIKE

Team only doing what customer asked for

Shorter meetings & less emails

Everyone has access to great Standard Work

EXAMPLES

Doing the job right the first time

FaceTime or face to face conversations

QR codes for Standard Work



INVENTORY

Defined

Too much or too little of something valuable
Includes cash, talent, projects, raw goods,
WIP, finished, goods

WHAT TO LOOK FOR

Items sitting on the shelf
Running out of inventory
People not reaching their potential

EXAMPLES

Cookie jar full of old cookies
Having too many open projects at once
Piles of parts within a factory
Warehouse full of stuff



INVENTORY

Antidote

Just in time arrival of valuable items as needed
to create more value

WHAT TO LOOK FOR

Little inventory on the shop floor
Everyone has what they need to do the job
Visual management of inventory system

EXAMPLES

Fresh baked cookies fresh out of the oven
“Scrum Board” system to manage open projects
One Piece Flow
Made to order



DEFECT

Defined

Any product or service that does not meet stakeholder expectations

WHAT TO LOOK FOR

Rework (PROCESSING waste)
Unsafe work conditions
Unclear expectations
People ashamed of their work

EXAMPLES

A chair that breaks when a customer sits on it
A breakdown in communication
An injury
Wi-fi is down, pickles on your burger, car crash



DEFECT

Antidote

Align culture & process elements so that team may perform waste free operation

WHAT TO LOOK FOR

Standard Work & low defect rate
Safe work environment
Clear direction given for people to run
People taking pride in their work

EXAMPLES

Meeting quality objectives
Clear communication
Team leaving better than they started