



The Eight Wastes Worksheet

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EXTRA WORK (Non-Value Processes)		WAITING		EXCESS ACTION (Motion)		OVER PRODUCING		
Definition: Work that the customer is not paying you to do. Examples: Complex documentation; Unnecessary record keeping; Overly complicated processes; Too many Levels of approval; Endless requirements beyond what the customer wants; Poor filing systems that require extra effort to locate items		Definition: Any delay between the end of one process step and the start of the next step. Examples: Meetings not on time; Late reports and/or projects; Waiting for approvals; Waiting on computer processing time; Waiting rooms; Waiting on lab results; waiting on tooling or gauges; waiting on material		Definition: Unnecessary movement of people. Examples: Getting tools or gauges from a crib; double handling of parts or stock; having to go and get supplies; searching for documents in file cabinets and in computers; searching for patient charts/records; copy machines, printers, and/or fax machines too far away from users; digging through stacks of papers or notes on a desk		Definition: Producing more, sooner, or faster than is needed by the next process step or end customer. Examples: Information on multiple documents; Unnecessary tests/defensive medicine; Producing extra parts above the customer's order amount; Writing/entering information twice or more; Producing reports that are not used; Processing paperwork or manufacturing parts before the next person is ready for it		
#	LOCATION	ISSUE/PROBLEM	#	LOCATION	ISSUE/PROBLEM	#	LOCATION	ISSUE/PROBLEM
1			1			1		
2			2			2		
3			3			3		
TRANSPORTATION		ERRORS/DEFECTS		INVENTORY		DISENGAGEMENT		
Definition: Unnecessary movement of work or materials. Examples: Moving parts between departments or across plants; Moving patients for treatment; Moving manual or electronic files in and out of storage; Carrying documents to and from shared equipment; Circulating documents for approvals		Definition: Any aspect of the product or service that does not meet the customer needs. Examples: Medication errors; Data loss/errors; Missing information; Reworking manufactured parts; Scrapping or throwing away manufactured parts; Miscommunication; Errors on reports; Dropped phone calls; Excessive inspections; Warranty claims/Service calls		Definition: Any work-in-process that is in excess of what is required for an immediate customer need. Examples: Large on hand quantities of finished goods or raw materials; Piles of products; Piles of paper; Excessive supplies not used; Too many patients; Multiple year records beyond required; Filled email "in-boxes"; Multiple long term open projects and/or tasks		Definition: Not listening to the ideas of your people. Examples: Lack of communication of business strategy; No formal suggestion process in place to solicit improvement ideas; Employees are not trained or participating in continuous improvement; No organized improvement projects/events planned or implemented.		
#	LOCATION	ISSUE/PROBLEM	#	LOCATION	ISSUE/PROBLEM	#	LOCATION	ISSUE/PROBLEM
1			1			1		
2			2			2		
3			3			3		
OTHER COMMENTS/OBSERVATIONS:								

3639-1366-4366-6690