2017-04-13: ASQ Seattle Intro to Office Lean

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Lean Office: Staying Focused and Organized Handout

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.

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