

## 2016 WA State Lean Conference: Lean Office

Wed, 10/19/2016 - 05:54 — Chris **Event Date:** Wed, 10/19/2016 - 11:45 - 12:45  
**Location:** Greater Tacoma Convention Center, Tacoma WA

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, TIMWOOD, DIG and KATA. A few select tools will be presented along with important habits.

[\[Learn more and Register\]](#) [1] | [\[Handout\]](#) [2]

**Source URL:** <http://ceptara.com/contact/events/20161019WASStateLeanConference>

#### Links:

[1] <http://www.results.wa.gov/what-we-do/learn-about-lean/lean-conference>  
[2] <http://ceptara.com/2016WASStateLT>