

6 daily wastes

Look for these wastes & try to remove them with small, reversible changes

<u>Memory</u>	The process asks people to remember too much or too infrequently	These tax your most important resource: the people doing the work
<u>Inconsistency</u>	There is bonus variation or chaos baked into the process	
<u>Stress</u>	Staff and customers leave the process more stressed than they enter it	
<u>Started</u>	You can see work lying around, especially work in progress	These steal time, energy, and results from your customers
<u>Errors</u>	Time spent making, finding, and fixing errors, defects, and mistakes	
<u>Delays</u>	People, materials, and information sitting around or stalled	