# **7 Elements of Waste**

# Use this sheet to brainstorm waste in a process and explore ways to address it.

# **Process:**

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| **TYPE OF WASTE:** | | **INSTANCES & NEXT STEPS:** |
|  | **TRANSPORTATION**  The unnecessary movement of materials in a process. |  |
|  | **INVENTORY**  Raw materials that are not immediately used. |  |
|  | **MOTION**  The unnecessary movement of people in the process. |  |
|  | **WAITING**  Waiting for the next step in the process. (Idle time.) |  |
|  | **OVERPRODUCTION**  Producing more finished goods than the customer demands. |  |
|  | **OVERPROCESSING**  Doing more work than the customer requires. (aka “Extra Processing”) |  |
|  | **DEFECTS**  Correcting defects in our products. (aka “Correction) |  |