1. **Learn about Lean**
   1. Before you do any diagramming, develop your understanding of Lean by reading through the **Lean Training** **deck**.
   2. Think about a routine or multi-step process you perform on a daily basis. The routine / process doesn’t have to be work-related—in fact, it’s best if it’s something simple, like for example your routine for making coffee. The important thing is that there are multiple steps and that you are very familiar with it.
2. **Create a process map**
   1. Look at the templates one by one. Decide which one would be most applicable to the process you’ve chosen.
   2. Create a map of your routine/multi-step process using your tool of choice (Excel, Powerpoint, Google sheets) and the template you’ve chosen.
3. **Identify wastes and process improvement opportunities**
   1. Use your map to identify wastes in your process. Write these wastes on the map.
   2. Use your map to identify ways you can improve the process.  Write these improvement opportunities on the map.