

Exercise: Process Improvement

Select a work process you're familiar with and analyze it for potential improvements.

1. Document the process:

- List the steps involved from start to finish.
- Note the purpose and output of each step.

2. Identify areas for improvement:

- Look for points where delays or errors commonly occur.
- Consider steps that may be redundant or unnecessarily complex.
- Identify any bottlenecks in the process flow.

3. Propose solutions:

- For each area identified, suggest potential improvements.
- Consider how changes might affect efficiency, cost, or quality.
- Think about both minor adjustments and more significant changes.

The objective is to methodically examine the process and develop practical ideas for enhancement.