**Highlighting**

# The current situation

Please take a few minutes to describe the setting of your Lean Six Sigma project. Be sure to describe the environment (what is it like where you are?), relevant actors (who is involved?), and what general challenges you are facing.

I read alot of nonfiction, so I have developed a unique system of highlighting although slightly autistic allows me to read through a book I've already been through and gain all the major insights at a fraction of the time it originally took.

## **Define**

Please outline the problem you would like to solve. In your answer be sure to cover:

* What is the problem?
* How does it affect the customer(s)?
* Describe the process and what its critical outputs are.

What is the problem?

Memorizing Key dates and players and critical passages

How does it affect the customer(s)?

It wastes my time

Describe the process and what its critical outputs are.

I go through the book and underline in pencil any interesting points Highlight in pink any critical information

I highlight in orange key dates

I highlight in green significant characters/names

## **Measure**

Please establish a current objective baseline for improvement. In your answer, be sure to include:

* Collect any objective data that you can about the process. You may measure time, output, defects, or anything else that you deem relevant.
* What is your sense of the accuracy of your measurement? It is important to be objective about how well you can measure the process' performance.
* What is the gap between current performance and where you believe the process should be?

Collect any objective data that you can about the process. You may measure time, output, defects, or anything else that you deem relevant.

I've used this system for years and it allows me to review old content I've read years ago and extract key players/ideas/dates in a fraction of the time it originally took me, I also read threw the book slower and absorb more information, but upon review of trying to find the information I need it takes me only a few seconds/minutes

What is your sense of the accuracy of your measurement? It is important to be objective about how well you can measure the process' performance.

I can still find key points and notes I've written down years later and draw connections I made then and bring them forward in time

What is the gap between current performance and where you believe the process should be?

It took me months to get through Hobbes Leviathan last year, but I can now review it and argue core concepts while drawing from it as a reference whenever I choose

## **Analyze**

Please analyze the problem and select which root causes you are going to fix by:

* List any potential causes of the problem you can identify.
* Identify how the process inputs affect the process outputs - find root causes. Hint: you could use a [Fishbone diagram](https://en.wikipedia.org/wiki/Ishikawa_diagram) to illustrate your thinking.
* Prioritize which root causes to pursue in the Improve step.

List any potential causes of the problem you can identify.

Depending on my schedule I can only get through 10-50 pages a day, although this may seem slow to some, all I need to do once it's completed is walk over to the bookshelf and flip through a few pages to find exactly what I need

Identify how the process inputs affect the process outputs - find root causes. Hint: you could use a [Fishbone diagram](https://en.wikipedia.org/wiki/Ishikawa_diagram)  to illustrate your thinking

Inputs require alot of utensils-this was solved by just buying in bulk

Outputs require many bookshelves

Prioritize which root causes to pursue in the Improve step.

Knowledge is power and memory is fallible, so take notes and you can always recall what you need

Instead of having notes seperated in notebooks which would be in another location, I can just read my paragraph summary in one or two words/sentences and remember the context

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## **Improve**

Please list the steps you have taken to improve the process by applying one of the lean tools to the problem. Be sure to specify specific actions you have taken to improve the process and explain in detail how you applied the tool(s).

I reduced the amount of highlighters I needed by removing blue(Translations-greek/latin), as well as switching from yellow(degrades over time become almost invisible) to pink. I also use certain symbols to shorthand often saving time, I used to highlight green every time a new name appeared but this got old quickly, so now I only use green when a paragraph talks about that specific person and their exploits or when the following highlighted information refers to them saving me time

## **Control**

Please detail how you plan to make the changes you initiated sustainable? What controls would you put in place to make sure the new process does not change over time?

I've used this system for years and it works great for me during recall, it also helps me memorize key ideas by taking notes

## **Concluding Thoughts**

Please share your thoughts of what you learned from this assignment and how you could use this methodology in the future to improve processes. Do you have any ideas for other projects?

I've used this system for years and have a home set of tools as well as an away set, if I somehow forgot them I just use a pencil and label 'P G O' next to it, and whenever I review my work I can edit it in, It seems like a cumbersome system but it works wonderfully for me

There is also something about the physical interaction that helps with memory, I believe, although this is anecdotal for myself