Analyzing Lean Metrics

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| **Task Phase** | **Est. Time (mins)** |
| Clock In, Morning Briefing | 30 |
| Receive Orders & Print/Sort Labels | 60 |
| Label & Stock Inventory Carts | 90 |
| Pick and Pack Large Orders | 150 |
| Stage & Load Orders | 60 |
| Breaks (2 breaks total) | 60 |
| Check Storage & Move New Inventory | 90 |
| Log Inventory, Clean-up, End of Shift | 30 |
| **TOTAL WORK TIME** | **570 mins** |

Optimizing the Processes

1. Dynamic Task Rotation: Every 3 hours, rotate roles: labeling, stocking, packing, logging. Prevents burnout and boredom.
2. Batch Label Printing & Digital Sorting: Print labels in digital groups by zone. Use tablet stations to track progress and assign batches without paper clutter.
3. Forklift Zones for Large Orders: Designate fast lanes for large/bulky orders. Use pallet jacks to reduce lifting and speed up staging/loading.
4. Prep Truck Loading Before Break: Sync break time with incoming truck delays. Use that “dead time” to stage everything, so loading is smooth.
5. Live Dashboard Instead of Second Briefing: Instead of pulling people for a second team huddle, use a screen that updates tasks/orders in real time.

Check for Empty Storage

Load All Orders into Trucks

Move New Inventory to Empty Storage Locations

Break

Second Team Briefing

Pick and Pack Large Orders

Stage Large Orders for Transport

Log New Inventory

Clock out End Shift

Clean up and Log notes

Break

Stock and Sort Inventory Carts

Sort Labels by Department

Pick and Label Inventory Orders

Print Labels for Orders

Start of Shift

Clock in

Team Briefing

Receive Orders

Morning Start

12 Hour Warehouse Shift