



# Quick & Easy Kaizen – Everybody, Everyday

Head Shot

**Wastes Removed**

Inventory

Waiting

Overproduction

Transportation

Motion

Overprocessing

Defects

Date:

Submitted by:

Approved by:

**Current Condition and Analysis**

**Improved State**

Savings

Item

# 7 Deadly Wastes in Every Process

Process Waste	Description
Transportation	Movement of work between areas or offices that does not add to the value of the product or service
Inventory	More materials or information on hand than is currently required
Motion	Needless movement of people – while “transportation” refers to movement of the work, “motion” involves movement of the workers
Waiting	Any delay between when one process step ends and the next step begins
Overprocessing	Adding more value to a service or product than customers want or will pay for
Overproduction	Making more than is required by the customer, or making it earlier than required
Defects	Any aspect of the service or product that does not conform to customer needs

**Tim Wood**