



The A-Z of 8 Wastes

A COLLABORATIVE COLLECTION

by ICiPS Twitter Members

Foreword

Waste not want not – the ability to improve efficiency may be easier and more obvious than you think.

We hope our A- Z of wastes may provide inspiration.

Debbie Simpson
CEO - ICiPS

A

is for ...



Ad Hoc Processes
Appointments - not materialising

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B

is for ...



Blurred boundaries
of responsibility/accountability

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C

is for ...



CC-ing (just in case)
Customer needs not met

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D

is for ...



Duplication
Distractions | Disorganization

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E

is for ...



Errors
Erosion of Standards

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F

is for ...



Failure to learn
Futile Work

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G

is for ...



Going off plan!

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H

is for ...



Habits - breaking them

Hasty plans

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I

is for ...



Ignoring indicators of a problem
Insular focus

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J

is for ...



'Just in case' approaches

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K

is for ...



**Keeping too much information
Knee jerk reactions**

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L

is for ...



**Lack of awareness
and organisation**

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M

is for ...



Misinterpreting data
Micro-management

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N

is for ...



Number blindness

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O

is for ...



Outdated Resources
Office Politics

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P

is for ...



Procrastination
Poorly written communications

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Q

is for ...



Queuing
Quitters not performing

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R

is for ...



Reinventing the wheel
Repeating mistakes

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S

is for ...



Scope creep
Silo working

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T

is for ...



Time-keeping issues
Technology not utilised

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U

is for ...



**Unprepared
Unstructured Meetings**

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V

is for ...



**Vagueness
Vast overestimations**

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W is for ...



Waiting for others/decisions
Wordy documents

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X is for ...



Xmas - gets in the way of progress! ;)

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Y

is for ...



Yo-yo Decisions

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Z

is for ...



Zero Waste, Zilch, Zoom In

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THANK YOU!

We hope you have enjoyed this ebook and have taken something away from it to aid your knowledge. Our aim is always to add value to #Continuous Improvement.

The biggest thanks go to our Twitter Community, who between them came up with all these suggestions. Your collective knowledge is so invaluable.

Debbie Simpson, CEO ICiPS

Twitter @ ICiPS
www.icips.org