

The A-Z of 8 Wastes

A COLLABORATIVE COLLECTION

by ICiPS Twitter Members

The A-Z of 8 Wastes

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





Ad Hoc Processes Appointments - not materialising

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Blurred boundaries of responsibility/accountability





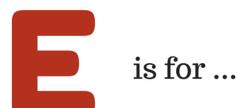
CC-ing (just in case) Customer needs not met

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Duplication Distractions | Disorganization





Errors Erosion of Standards

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Failure to learn Futile Work



Going off plan!

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Habits - breaking them Hasty plans



Ignoring indicators of a problem Insular focus

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'Just in case' approaches





Keeping too much information Knee jerk reactions

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Lack of awareness and organisation





Misinterpreting data Micro-management

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Number blindness





Outdated Resources Office Politics

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Procrastination Poorly written communications





Queuing Quitters not performing

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Reinventing the wheel Repeating mistakes



Scope creep Silo working

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Time-keeping issues
Technology not utilised





Unprepared Unstructured Meetings

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Vagueness Vast overestimations





Waiting for others/decisions Wordy documents

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Xmas - gets in the way of progress!;)

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Yo-yo Decisions

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Zero Waste, Zilch, Zoom In

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

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