



Lean Offices



LeanOffices.com

Making Lean Office Real.



Objections to Lean Office

- It's for the "shop floor"
- It will be hard to understand
- It won't apply to my office

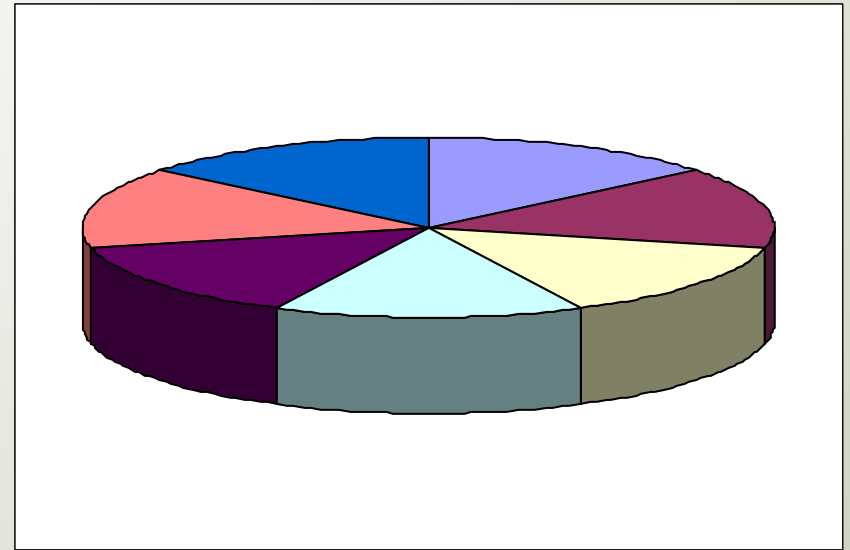


Room for Improvement

- We use 20% of paper we keep
- Cost to fill a four-drawer filing cabinet \$25,000
- Cost to maintain it, over \$2,100/year
- Productivity decreases 20-40% when we multi-task

7 Areas of Waste

1. Inventory
2. Defects
3. Over Processing
4. Over Production
5. Waiting
6. Transportation
7. Motion





We Wait For...

- People
- Signatures
- Information from others
- The SEARCH tool on our hard drive or Email Inbox



Waste of Motion

- Ugly –INGS
 - Walking
 - Searching
 - Reaching
 - Stretching
 - Multi-Tasking



5S

- Sort
- Straighten
- Sweep
- Standardize
- Sustain



Sort

- Create “homes” for items
- Set Limits on bringing new items into office space
- Shelves – Define purpose
- Label shelves, cabinets, drawers
- Red Tag – When in doubt, move it out.
- Email – *Consistently* use email file folders. Presort emails using “rules”.



Sustain

- Sustain naturally follows first four S's
- Use a daily checklist
- 5S Fridays:
 - Tidy, clear and clean desk surface
 - Emails – Less than 1 screen full
 - Review calendar/tasks for next week
 - Back-ups of drives not done by IT department

Make it Real

Make it exciting!

Make it tangible!

Make it fun!



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A Division of Organized Audrey

