

The Cycle of Waste

1. Overproduction
 - Producing more than the next step can handle
2. Overburden
 - Work that is too hard
3. Unevenness
 - Inconsistent workload or quality
4. Motion
 - Movement of staff
5. Transportation
 - Movement of work product
6. Inventory
 - Work product sitting idle
7. Waiting
 - People waiting
8. Defects
 - Work product that is scrap or needs rework
9. Overprocessing
 - Processing that does not add value to the product or service
10. Untapped Creativity
 - Unused employee skills, talents, ideas