

# The Seven Wastes Checklist

## PREPARATION STEPS

- Schedule 60 minutes for team training session
- Set up training area with whiteboard or poster-board – have markers available
- List the seven wastes on the board
- Have The Seven Wastes audio loaded on device and ready to play aloud during the session
- Prepare a copy of The Seven Wastes Notes for each person to be trained
- Obtain a three-ring binder for each person to be trained
- If needed, refresh your own knowledge of waste and root cause – see The Essence of Lean Chapter 6, pp. 65-71.
- If needed, listen again to Part 1 of the Lean System Primer so you can briefly introduce the idea of Lean in Step 1 below
- Preview listen to The Seven Wastes audio

### 1) Welcome the team and explain the purpose of the session

- Give out copies of The Seven Wastes Notes along with the three-ring binders
- Briefly introduce the idea of Lean, explain why your organization is learning about Lean, and describe ***your specific plans*** for Lean training and Lean system implementation
- Give an update on what steps have already been taken to implement Lean, especially culture-building activities like setting up visual controls and organizing stand-up meetings
- Explain the purpose of this session

*The purpose of this session is to learn:*

- a) What is “waste” and why should we care?*
- b) What are the seven wastes?*
- c) How to find and eliminate waste?*

### 2) Listen to audio file: “The Seven Wastes” (18 minutes, 53 seconds)

### 3) Ask them to explain what they just heard (in their own words)

### 4) Ask them to come up with examples of waste that they may have observed in the organization.

Write each example on the whiteboard and discuss how the waste might have reduced quality, caused delay, created hassles and/or increased cost.

*Note: In discussing waste examples, be sure to caution the associates NOT to assign blame to specific individuals for these defects – rather, just come up with examples and discuss their consequences.*

*Remember Ground Rule #1: “Blame the System, Not the Person.”*

### 5) Ask them to keep their notes in their three-ring binder

No particular assignment is recommended for this overview training session. Specific assignments are included in the checklists for each of the seven waste training sessions.