

# Ten Lessons of Lean Thinking

Week/ Class	Technique	Lean Lessons
Week 1 Apr 16-22	Breakdown sheets	1. <i>Don't just do the work, step back and think about how you are doing the work.</i>
Week 2 Apr 23-29	Gemba walks	2. <i>Don't rely on reports, go see for yourself.</i> 3. <i>Don't micromanage, ask questions.</i>
Week 3 Apr 30 – May 6	Stand-up meetings	4. <i>Treat your employees as partners in problem-solving.</i> 5. <i>Blame the process, not the person.</i>
	5S organizing events	6. <i>Just do it, then improve it.</i>
Week 4 May 7-13	Visual controls	7. <i>Make the work as transparent as possible so problems become visible.</i>
Class 5 May 13		8. <i>Think of problems as gems.</i> 9. <i>Take the time to teach and learn.</i> 10. <i>Don't keep working around the same problem, stop and fix it.</i>