



8 Wastes Observation Worksheet

Waste	Description	Observations
Defects	Anytime something is not done Right the First Time, requiring someone to fix or redo it	
Overproduction	Making more than what we KNOW the customer wants Making more than the downstream process can handle	
Waiting	Waiting on Materials, Information, Maintenance, or People	
Not Using People	Putting people in a job without fully training them Not using the skills and experience of people doing the job	
Transportation	Moving your product or service - parts, information, mail, projects - from one place to another	
Inventory	Product, Emails, Files, Projects, Inbox - anything more than "1 piece"	
Motion	Movement of People Twisting, Turning, Bending, Reaching Searching for Parts, Information, Files, etc (use the 30-second rule)	
Extra Processes	Working harder on something than your customer really needs (unnecessary painting or polishing) An extra step put in because a process isn't capable (inspection, multiple signatures, 2nd cut)	