THE 8 WASTES

**DEFECTS**
Work that contains errors or lacks something necessary

**OVER PRODUCING**
Generating more information than is needed right now, duplications and redundancies

**WAITING**
Idle time created when actions or information are not ready

**NON-UTILIZED PEOPLE**
Not fully utilizing or developing the skills, training, and passion of staff and students

**TRANSPORTATION**
Unnecessary movements of information and materials

**INVENTORY**
More resources or information than needed

**MOTION**
Unnecessary physical movements, searching

**EXTRA PROCESSING**
Extra or unnecessary steps, requirements or approvals

Do these prevent you from doing your best work?

For additional resources and information please visit @DMPS - Continuous Improvement (Lean) and ci.dmschools.org