

## Eight Wastes

Waste is any step or action that is not required to complete a process successfully. These Eight Wastes could spell unnecessary downtime.

- **D**efects – Products or services that are out of specification that require resources to correct
- **O**verproduction – Producing too much of a product before it is ready to be sold
- **W**aiting – Waiting for the previous step in the process to complete
- **N**on-Utilized Talent – Employees that are not effectively engaged in the process
- **T**ransportation – Transporting items or information that is not required to perform the process from one location to another
- **I**nventory – Supplies or information that is sitting idle (not being processed)
- **M**otion – People, information, or equipment making unnecessary motion due to workspace layout, ergonomic issues or searching for misplaced items.
- **E**xtra Processing – Performing any activity that is not necessary to produce a functioning product or service

