Eight Wastes

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

- **Defects** – Products or services that are out of specification that require resources to correct
- **Overproduction** – Producing too much of a product before it is ready to be sold
- **Waiting** – Waiting for the previous step in the process to complete
- **Non-Utilized Talent** – Employees that are not effectively engaged in the process
- **Transportation** – Transporting items or information that is not required to perform the process from one location to another
- **Inventory** – Supplies or information that is sitting idle (not being processed)
- **Motion** – People, information, or equipment making unnecessary motion due to workspace layout, ergonomic issues or searching for misplaced items.
- **Extra Processing** – Performing any activity that is not necessary to produce a functioning product or service