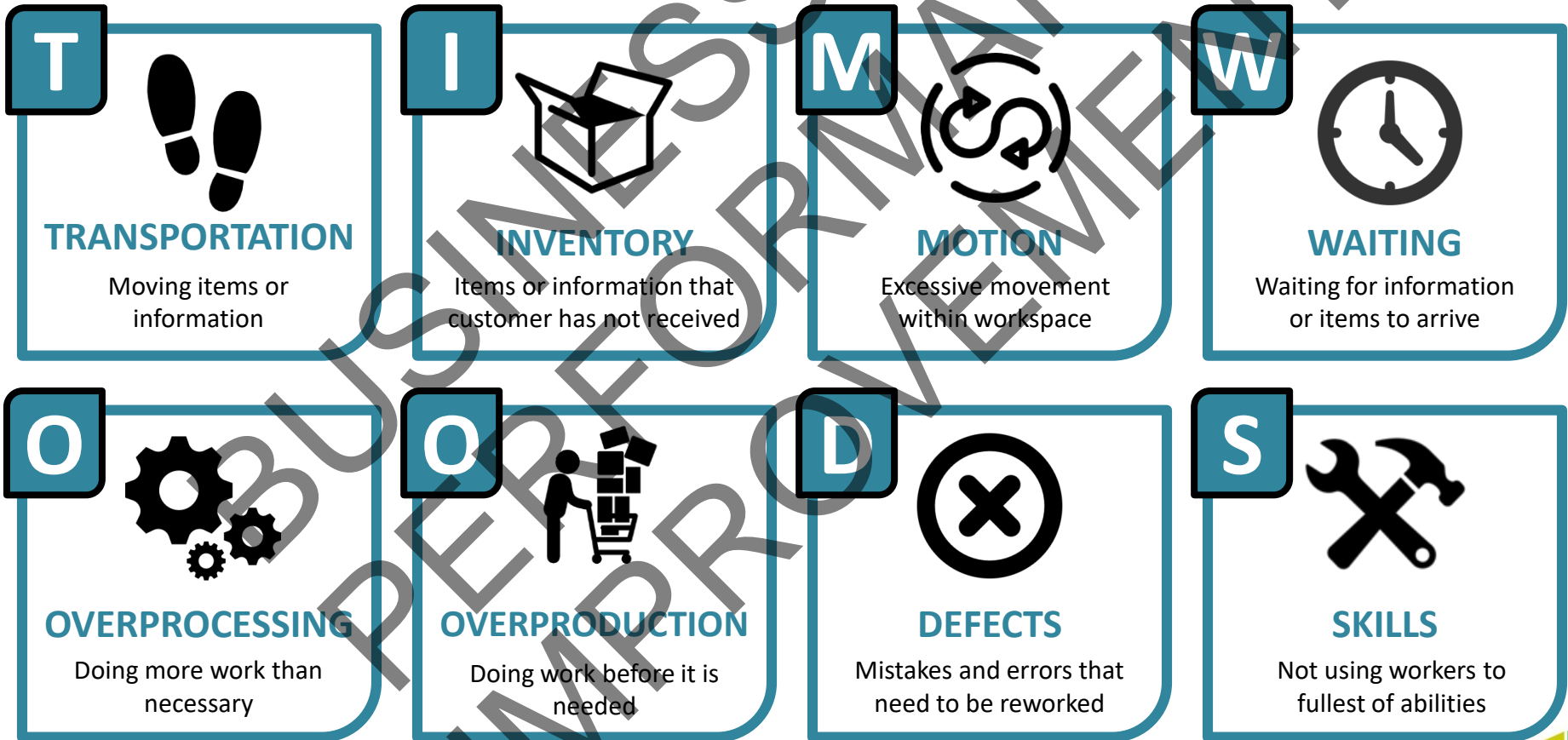


HAVE YOU SEEN **TIM WOODS**?

TIM WOODS is an acronym that represents the **8 forms of waste** found in processes, that should be reduced or eliminated.




HAVE YOU SEEN **TIM WOOD**?

TIM WOOD is an acronym that represents the **7 forms of waste** found in processes, that should be reduced or eliminated.



T



TRANSPORTATION

Moving items or information

I



INVENTORY

Items or information that customer has not received

M



MOTION

Excessive movement within workspace

W



WAITING

Waiting for information or items to arrive

O



OVERPROCESSING

Doing more work than necessary

O



OVERPRODUCTION

Doing work before it is needed

D



DEFECTS

Mistakes and errors that need to be reworked

TIM WOODS Waste Observation Form

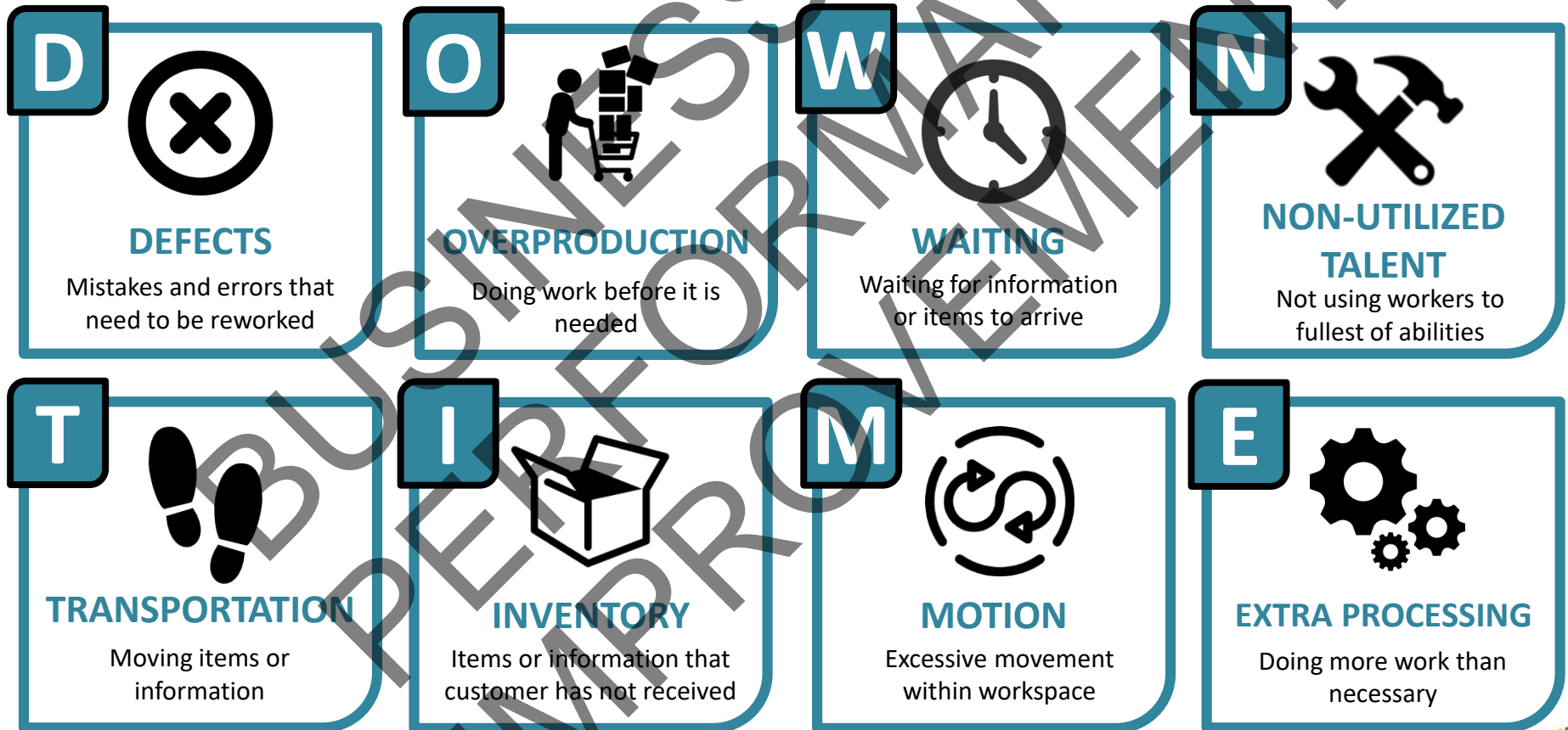
Type	Observations
T Transportation Moving items or information	
I Inventory Items or information that customer has not received	
M Motion Excessive movement within workspace	
W Waiting for information or items to arrive	
O Over Processing Doing work before it is needed	
O Over Production Doing more work than necessary	
D Defects Mistakes and errors that need to be reworked	
S Skills Not using workers to fullest of abilities	

BUSINESS PERFORMANCE IMPROVEMENT



HAVE YOU SEEN **DOWNTIME**?

DOWNTIME is an acronym that represents the **8 forms of waste** found in processes, that should be reduced or eliminated.



DOWNTIME Waste Observation Form

Type	Observations
D Defects Mistakes and errors that need to be reworked	
O Over Production Doing more work than necessary	
W Waiting for information or items to arrive	
N Non-utilized Talent Not using workers to fullest of abilities	
T Transportation Moving items or information	
I Inventory Items or information that customer has not received	
M Motion Excessive movement within workspace	
E Extra Processing Doing work before it is needed	

BUSINESS PERFORMANCE IMPROVEMENT