

## Process Waste

- Approvals
- Bottlenecks
- Communication barriers
- Competition  
(within the organization)
- Defects
- Extra features
- Handoffs
- Incompatible systems
- Incomplete work
- Inspections
- Multitasking
- Reviews
- Rigid hierarchy
- Shadow systems
- Searching
- Signatures
- Task switching
- Unnecessary complexity
- Useless information
- Variable flow in a process
- Waiting/delays
- Workarounds
- \_\_\_\_\_
- \_\_\_\_\_

## Physical Environment Waste

- Interruptions
- Moving/transportation
- Unsafe conditions
- \_\_\_\_\_
- \_\_\_\_\_

## Information Waste

- Converting formats
- Data dead ends
- Data discrepancies
- Lack of usefulness
- Manually checking electronic data
- Useless metrics/measures
- Missing data
- Re-entering data
- Redundant input of data
- Redundant input of data
- Unavailable data
- Unclear or incorrect data
- Unknown data
- Unnecessary data
- \_\_\_\_\_
- \_\_\_\_\_

## People Waste

- Ineffective meetings
- Lack of project management
- Lack of training
- Lack of useful feedback
- Mishandled conflict
- Relearning
- Turnover
- Unclear roles
- Unclear sponsorship, norms, & boundaries
- Underutilized talent
- Emotional waste: unnecessary frustration, stress
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