

# 8 Wastes: D.O.W.N.T.I.M.E.

<b>D</b>		<b>DEFECTS</b> Work that contains error, lacks something	Rework; human errors; equipment failures/downtime; data entry errors; quality problems; any mistake that require additional time, resources
<b>O</b>		<b>OVERPRODUCTION</b> Producing more, sooner, or faster than the customer needs right now	Producing unnecessary materials or information; over dissemination; printing reports or emails; excessive emails
<b>W</b>		<b>WAITING</b> When work stops	Work in process; waiting for approvals; time delays; idle time in the process
<b>N</b>		<b>NON-UTILIZED TALENT</b> Restricting creativity through lack of empowerment	Decisions made by leaders without input from team; when roles are unclear; when individual skills are not utilized or underutilized; when people are not confident in performing work
<b>T</b>		<b>TRANSPORTATION</b> Waste caused by things moving around	Unnecessary handling of materials; Unnecessary transfer of data or information
<b>I</b>		<b>INVENTORY</b> Producing, holding or purchasing unnecessary materials	A surplus of materials; outdated information in filing systems (physical or digital); can include over staffing
<b>M</b>		<b>MOTION</b> When a process requires doubling back rather than having flow	Excessive walking to retrieve items that should be stored at the point of use; unnecessary steps; nonergonomic motion
<b>E</b>		<b>EXCESS PROCESSING</b> Extra effort or activities that add no value to the customer	Reentering data; making too many copies; reformatting or excessive formatting; unnecessary inspections; reports that are longer than what is necessary

