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| 8 Forms of Waste | Description | EXAMPLE |
| Transport | Movement of people, tools, inventory, equipment or products further than necessary. Excessive movement can lead to damaged products, unnecessary work, greater wear and tear and exhaustion. | *Rearranging a fleet of trucks.* |
| Inventory | Having more inventory than necessary to meet customer demand can lead to problems including: product defects, damaged materials, inefficient allocation and hidden problems. | *Excess of office supplies or customer supplies.* |
| Motion | Unnecessary movement of people, equipment or machinery. This includes walking, lifting, reaching, bending, stretching and moving. | *Moving to a copier multiple times a day. Reaching to get supplies that are needed regularly.* |
| Waiting | 1) people waiting on materials or equipment 2) idle equipment  Waiting time is often caused by unevenness in the production and can result in excess inventory and overproduction. | *Waiting for your computer to run a report; waiting for a customer that is not ready for pick up; waiting for a broken machine to be fixed.* |
| Overproduction | This occurs when one manufactures a product or element of a product BEFORE it is being asked for or required. | *Making too many boxes of coin.* |
| Overprocessing | Doing more work, adding more components or having more steps in a product or service than what is required by the customer. | *Adding extra paperwork or scanning processes.* |
| Defects | Occur when the product is not fit for use. This includes rework or trashing the product. Both results are wasteful and add costs to the operations without delivering any value to the customer. | *Missing a deposit, depositing into the wrong account, missing a scheduled stop or flight.* |
| Skills | Unused human talent and ingenuity happens when organization separate the role of management from employees. By not engaging the frontline employee’s knowledge and expertise, it is difficult to improve processes. | *Not asking for the employees ideas on how to fix or improve a problem. They are the ones doing the work and can have some of the best ideas.* |