The eight types of waste – TIMWOODS / DOWN TIME

In the world of Lean, Waste is any step or action in a process that does not add value to the customer.
The 8 types of waste are commonly referred to as **TIMWOODS** It's a useful way to remember their names but some people use **DOWN TIME** instead – just swap Skills utilization for Non-utilized talent and Over processing for Excess processing!

Transportation

This type of waste includes any unnecessary movement of the product. It is normally a very visible type of waste – you might observe stock being needlessly moved from one warehouse to another, a result of poor logistical planning. Consider a hospital and a patient moving from one waiting room to another!

Inventory

Excess inventory means more time required to process stock including deliveries, stock counting, or even locating stock in an efficient time.

Motion

This is when movement does not add value. Employees spending wasted time locating tools or information would fall into this category. A key difference between Motion waste and Transportation waste is that Transportation waste occurs **between workspaces and** Motion waste occurs **within workspaces**.

Waiting

This waste occurs when work-in-progress, or people, are waiting on the next step in production. Efficient processes eliminate waiting waste.

An ideal way to identify waste is to simply observe, or 'walk', the process. Also, referred to as a **'Gemba walk'** – in short it means taking the time to observe a process and talking to those who are involved in the process

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Over production

This is the creation of unnecessary work. It could include creating reports that no one reads, filing every email when its simply not required or , in the manufacturing world, it would mean producing inventory that hasn't yet been requested.

Over processing (or Excess Processing)

This is the act of taking unnecessary acts in the process. Under processing occurs when required steps within the process are neglected. Over processing occurs when information is passed through several people before it reaches the correct conclusion.

Defects

This includes defective items on a production line but also includes any work or information that results in work having to be scrapped or redone. This results in rework and is a big contributor to waste and projects being delivered over budget and late.

Skills utilisation (or non-utilised talent)

If you aren't using your people to the best of their ability, investing in their wellbeing or simply listening to their concerns and suggestions then its highly likely that this will be reflected in the efficiency of your process. One of the important elements of the Lean Six Sigma process is capturing the **Voice of the Business.** After all, the people working in the process will be the experts on the process!

Value Stream Mapping (VSM) is a comprehensive and collaborative method for identifying waste and is a visualization of the end to end process. A 'current state' is mapped, this is then compared to a 'future state' which includes proposed changes and improvements.

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