

• Does this process reqiure movement from one place to another? Can it be all be done in one spot / area instead? What can you move to decrease time wasted in transit?

> Does this process have individuals idling while they could be doing something else?
>  How can you reduce the wait? Do you need to upgrade equipment or increase decision making abilities of the staff invovled?

## **Lean Methodology for Recreation**

Stop the vicious cycle of being busy with being busy! There's only so much time in a day.

Get the work done quicker and with less effort through Process Improvement.

Take the 7-steps challenge!



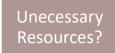
 Is this process creating spares for a 'justin-case' scenario? This applies to everything - stock inventory and staffing.
 Can you eliminate stock or redundant staff time?

Unnecessary
OverProcessing?

•Is the product created by your process better than it needs to be? Are people spending more time than necessary on 'perfecting' work? Can you train your team to hit the mark, and not go beyond unnecessarily?



•Is someone assigned to check over work or ensure it's done correctly? Why? Can you make the process mistake-proof instead? Can you use colour coding or alter where the process happens to decrease mistakes?



 Can this process be done with less of anything? Paper? Time? People? Energy? Think minimalist!

Waste of Talent?

 Could someone else with less training or experience do this? Can you assign it to someone else better fitted to the job?

## 7 Steps to 'Lean'ness

- 1. Pick out one process at your job and list out EVERY step involved in completing it.
- 2. Ask yourself these simple 7 questions. If you answered YES to any of them, the process can be made more efficient.
- 3. Make the change in how the work is done!



**Department of Recreation Studies**