



# 6 ESSENTIAL TIPS ON

## Rooting Out Waste

- 1. Get organized.** Use the [6S to Tame the Chaos in the Workplace](#) tool to help you organize everything from supplies to computer files and eliminate waste.
- 2. Become supply savvy.** Make a full assessment of supplies—track inventory, tidy up storage areas and streamline ordering. Simple changes can help you save thousands of dollars.
- 3. Learn the 8 Types of Waste.** Carry notecards in your pocket to jot down any areas that can be made more efficient.
- 4. Do a process map.** Charting a workflow may reveal bottlenecks or redundancies you didn't realize existed. Use the [LMP Process Mapping tool](#) to help.
- 5. Perform a waste walk.** Carry out a non-judgmental observation of a work area or work process to identify waste or inefficiency. Use the [Waste Walk Toolkit](#) on [LMPPartnership.org](#) to get started.
- 6. Learn the business side.** The more teams understand the business of health care and the economics of their departments, the better equipped they are to find savings. Study non-payroll budgets (inventory, for example) to find areas for reducing costs.

More than ever, Kaiser Permanente needs to offer the most affordable care—and unit-based teams are finding ways to root out waste and work more efficiently while maintaining high quality. In the first quarter of 2014 alone, almost a third of UBT projects focused on cutting cost and boosting efficiency. Use these tips to help your team identify projects that cut waste and make your work more efficient.