



Reducing Non Value Added Time

Non value added time refers to process steps the customer would not be willing to pay for that do not advance the product or service. Methods to reduce non value added time include:

(1) Eliminate

- Remove non-essential process steps altogether rather than waste time on them.

(2) Simplify

- Streamline over complicated processes to only the essential steps.

(3) Combine

- Join duplicate or overlapping processes rather than repeat work.

(4) Schedule

- Sequence activities to prevent downtime. Schedule shared resources to avoid queues.

(5) Standardize

- Define standards for each process element to prevent variation waste.

(6) Error Proof

- Design processes to prevent defects from occurring to avoid rework.

(7) Automate

- Apply technology to eliminate labor waste in tedious or unsafe activities.

(8) Enhance Visual Controls

- Use visual indicators, signals, boards and metrics to expose waste.

(9) Optimize Layout

- Redesign workspaces to improve flow and remove transport waste.

The key is to systematically identify all forms of delay, correction, movement, and other non-value add waste and then apply lean principles to remove them. This speeds up flow, lowers costs, and improves quality.