

7 types of waste

Lean methodology was born in the manufacturing world as a way of making production more efficient. In Lean, waste (or *muda*) is anything that doesn't add value to the product received by the customer. The mnemonic TIM WOOD refers to the seven categories of waste described below:



Transport

Moving materials, finished products or information around. Failing to locate related things together.



Inventory

Holding stocks of materials, records or finished products. Failing to make use of inventory held.



Motion

Moving to reach tools or resources. Looking for information. Creating from scratch instead of templating.



Waiting

Waiting on upstream processes or waiting for responses from people and systems. Delays until next processing runs or cycles.



Over-production

Producing too many products, or at higher-than-required quality levels. Doing things nobody asked for or providing more detail than necessary.



Over-processing

Unnecessary extra handling or effort. Redundant checks and controls. Failing to re-use information. Using more expensive resources to perform a task.



Defects

Errors, oversights and associated re-work, problem-analysis, rectification, complaint-handling and extra controls.