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The Lean Office Collected Practices

Most lean office books are lean manufacturing books with the word "office" pasted in. This booklet has some of the same issues - it addresses lean manufacturing principles and calls them lean office. The structure of the book is good with titles such as "Takeaways", where the takeaways are sometimes limited: "A focus on meeting customer needs is ...

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A Lean office has minimal WIP. A major goal of Lean is reducing or eliminating work-in-process. It speeds up lead time, reduces inconsistency in the customer experience, and eliminates a major source of waste. A Lean office strives for flow. Flow is one of those concepts that you'll know when you see. In short, it is the art of being able to have work move start to finish by the shortest means possible, all without stopping to wait in a queue.

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