

# LEANOhio

Does anyone else feel like they are on a roller coaster right now, with a blindfold? You are not alone. Rather, you are in very good company. As we transition into our new temporary norm let's think about how we can use our Lean tools to navigate our way there. Over the next few weeks, LeanOhio will do our best each week to keep you informed on how we are applying Lean while working remotely.

This week we are focusing on **5S**. Hannah Thomas has provided a glimpse into how she is using these principles from home.

## 1) Sort – “When in doubt, throw it out!”

Finding a space that is distraction free can be challenging. Fear not! Creating a space where you can make *your* magic happen is possible. I am not suggesting that you start spring cleaning, but I am saying that you will need to evaluate the items in your space and ask yourself “do I need this to complete my work?”

First, identify the work area; then clear the area of clutter and distractions.

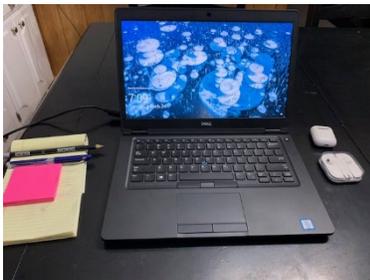
## 2) Set in Order – “A place for everything, with everything in its place.”



My phone, headphones, pen, pencil, post it notes, paper and, most importantly, coffee are all laid out and easily accessible so that I don't waste precious time looking for them. If, by chance, one of my “coworkers” (pictured left) takes an item and forgets to put it back, I can easily spot it!

Once you have identified what you need, make sure it is appropriately placed.

## 3) Shine – “Make it clean and keep it clean.”



Well if this isn't topical, I don't know what is! Making your space shine has a direct impact on your productivity and your health. I wipe down my space every morning and at the end of each day.

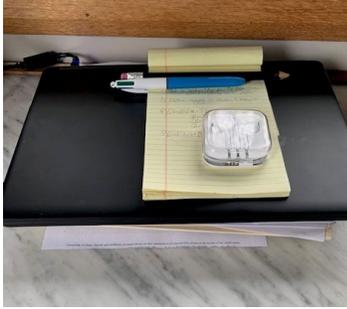
Clean and sanitize your workspace and tools daily.

## 4) Standardize – “If you can't see it, you don't know, and if you don't know, you can't control.”

I use standardization to make sure all my items are in the same place each day. I also created a standard schedule for my day to keep myself and my “coworkers” on target.

Make a list, take a picture for consistency and create visual management tools.

## 5) Sustain – “Maintain the gain”



Change is hard and we are all being forced to change very quickly. A great way to ensure your professional success is to build and sustain great habits. By sustaining the 5S's we can all create alternative working environments which will allow us to continue to provide excellent services to our customers.

Lastly, commit and do it, each and every day! Occasionally evaluate your whole 5S system to identify what is working, what is not, and what changes you can make!

Check out this great resource at [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov) called "[Setting a New Routine](#)" it highlights many of the steps used in 5S.

Find more information on 5S by accessing the [LeanOhio 5S Guide](#) and many other resources at [www.lean.ohio.gov](http://www.lean.ohio.gov). Stay safe, friends!