

# WORK SMARTER - THE LEAN WAY TO PRODUCTIVITY

Lean means creating more value for customers with fewer resources. Lean is eliminating waste along the entire value streams...

**60 hours**  
a week

**Keep a Progress Bar**

Don't respond to emails the very second you get them, wait five minutes. This period can help you form a response, and the added time may make you rethink your position and come to a better conclusion.

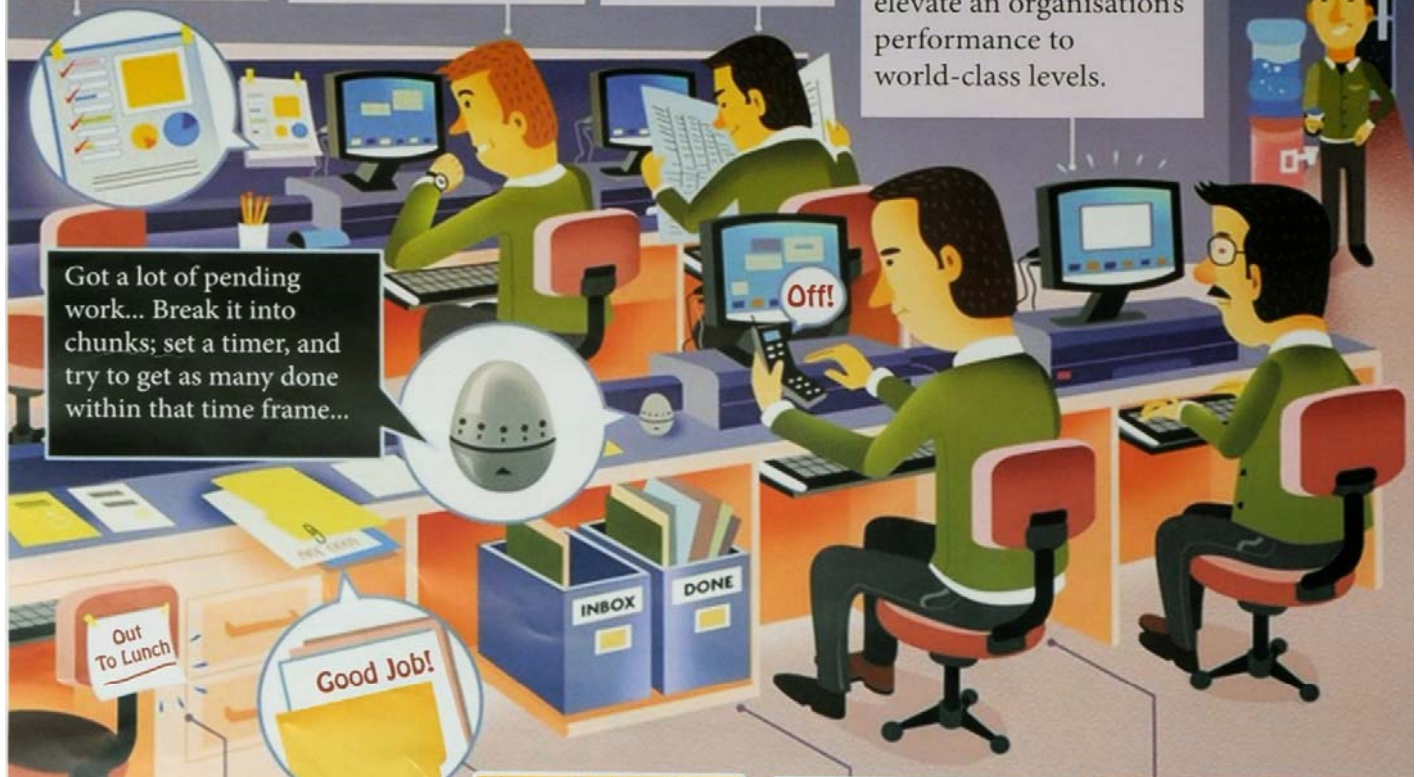
**Learn the Art of Skimming the Newspaper...**



of workers reported, **WASTE ELIMINATION** improved productivity by at least 15%

work in slots, studies have shown a few minutes of **physical activity**, such as a walk to the water cooler, for improved Productivity

**LEAN** is a set of techniques that can be adapted and used to elevate an organisation's performance to world-class levels.



Got a lot of pending work... Break it into chunks; set a timer, and try to get as many done within that time frame...

Out To Lunch

Good Job!

Get rid of the wastes that hamper productivity  
Transport, Inventory, Motion, Waiting, Over-Production, Defects, Over- Processing

Keep a file of positive results, revisit it whenever you get stuck, its much quicker than brain-storming everytime

Don't let roadblocks keep you down, Complete another task and use that momentum to create a snowball effect...

Put aside all distracting modes of communication when trying to tackle a task at hand... assign a particular time to answer all personal calls and texts...

**LEAN**



is centered on preserving the value with less resources...



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