

Stand in a Circle Exercise



80% of the purpose of this exercise is to build awareness and rewire your brain to see many small areas of waste, i.e., areas for incremental improvement. 20% of the process will target actual improvement of a chosen targeted area.



Please prepare as follows:

1. Assure that you have pre- registered for the webinar session; [link](#) here
2. Have a printed copy of all 3 pages of the Stand In Circle Exercise
3. Grab a pencil or pen and locate a clipboard or firm writing surface
4. Put on comfortable shoes (you will be standing for 60 minutes)
5. Set aside just over an hour of time
6. A camera is preferred but optional*

Stand In A Circle Exercise Worksheet

Costing You

	Observation	Category	Space	Time	Energy	Money
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Name:

Date:

Use this list of categories or create your own.

- 1 Ergonomic issue
- 2 Potential safety hazard
- 3 Energy inefficiencies
- 4 Environmental distraction
- 5 Cleanliness and Aesthetics issue
- 6 Taking too long to find what is needed
- 7 Too many steps to get to what is needed
- 8 Too hard to access (reaching/unloading/loading)
- 9 More quantity of (X) than needed to keep/store
- 10 Excess or clutter
- 11 Not enough space, storage, shelving
- 12 Walking around things to access other things
- 13 Running out of supplies without warning
- 14 Stuff not needed in this space
- 15 Obsolete items
- 16 Out of date items
- 17 Non-functioning items
- 18 Broken items
- 19 Takes too long to process or complete
- 20 Too many steps to finish what has to get done
- 21 Overly complex processes
- 22 Not getting a process right every time
- 23 Not having a clearly defined process for (X)
- 24 Backlog
- 25 Log jams
- 26 Backsliding/Letting systems deteriorate
- 27 Planning issues
- 28 No clarity around a progress area
- 29 Poor follow-through
- 30 Lack of execution