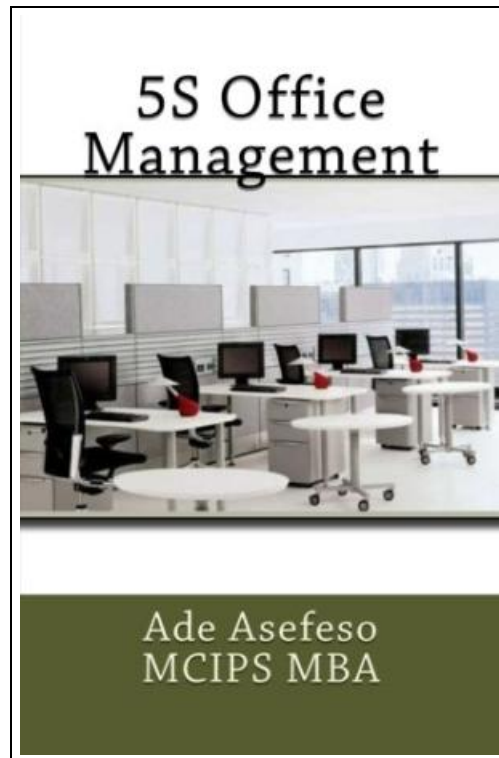


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### ***Reviews***

*This publication is definitely not simple to begin on studying but quite fun to see. It really is full of knowledge and wisdom I am just effortlessly can get a satisfaction of studying a created pdf.*

*(Alfreda Bradtke)*

## 5S OFFICE MANAGEMENT



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Createspace, United States, 2014. Paperback. Book Condition: New. 216 x 140 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.When was the last time you saw your desktop? If your answer is, Hmm.I don t really remember, do you realize how much time and energy you are wasting just looking for stuff? I am guessing that you already know you are wasting time. Or maybe you are so embarrassed by your messy office that you don t even let clients see it. You end up meeting with clients in a conference room. You did like to get your office cleaned up, but you have no idea where to start. Let me suggest a concept called: 5S. 5S is an organizational tool born out of the Toyota production system called Lean. The basic idea behind 5S office management is that a messy office is full of waste. Not only the waste you can see, i.e. the mess; but the time wasted in looking for the right file, your phone, eye glasses. You get the idea. (Caveat: Lean tools like 5S are designed to work together to create a synergistic whole. Ideally, they should not be implemented individually, but rather as a part of an entire Lean organization. That being said, 5S is something you can implement today, with the understanding that your goal is to create a more effective and efficient office as a whole.).



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