

# STRATEGIC plan TO individual ACTION

Last week we discussed how to migrate your strategic plan in a more granular methodology that will engage all of your people to support the big picture. This week we continue the discussion with some other simple tools to insure sustaining success.

## Leader Standard Work

Many organizations shun from adopting this tool and rely on the natural responsibility of individuals to complete tasks on a timely manner. Taking the time to develop cadence through Leader Standard Work improves flow and actually helps to reduce you Process Lead Times Significantly.

View your Leader Standard Work as a checklist which should be posted visibly close to your folks. This allows you to visually see that tasks are being completed on time, or allow you to offer assistance as required.

xxxxxxxxxxxxxxxx - Standard Work																	
No.	Activity	Description	Freq'y	Date													
				7/1/08	7/8/08	7/15/08	7/22/08	7/29/08	8/5/08	8/12/08	8/19/08	8/26/08	9/2/08	9/9/08	9/16/08		
1			Daily	O	O	O	O										
2			Daily	O	O	O	O										
3			Daily	O	O	O	O										
4			Daily	O	O	O	O										
5			Daily	O	O	O	O										
6			Daily	O	O	O	O										
7																	
8																	
9			Weekly	Mon													
10			Weekly	Mon													
11			Weekly	Mon													
12			Weekly	Mon													
13			Weekly	Mon													
14			Weekly	Mon													
15			Weekly	Mon													

## Visual Standard Work Instructions

So we know what we want done, now we need to explain how to get it done. In this case a picture truly is worth a thousand words. You can never use enough pictures to help aid and guide folks on how accomplish a task. They can be used to explain from the very basic to the most complex and once mastered can be completed within minutes. For example how to keep your meeting room clean and organized.

Doc #:	VSM Name:	Meeting Room	#	Revision History		Area	Approvals
Issue Date:	Prepared By:	Richard Kunst	1	Change Description:	Date:	Office	Initials
Page: 1 of 1	Plant:	Waterloo	2			Quality	
Task Time:	Cycle Time:		3			Materials	
			4			Safety	
			5			Logistics	
			6			IT	
						HR	
						Manufacturing	

Step No.	Work Instructions	Symbol	Illustrations / Photographs
1	Meeting room to be left as you found it or better -- clean and orderly		
2	Chairs must be pushed in and table cleared		
3	Excess papers removed and placed in recycle container		
4	Insure all attendees are aware of Safety Requirements and Evacuation Procedures, especially about fire exits.		
5	Turn off lights and computer(s) before departing meeting room.		
6	If food is involved, meeting facilitator must arrange for appropriate disposition of leftovers.		
7			
8			
9			
10			
11			
12			
13			
14			
15			

Where Lean Thoughts can become Reality

"Unless you try to do something beyond what you have already mastered, you will never grow."

Ronald. E. Osborn

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### Weekly De-Brief

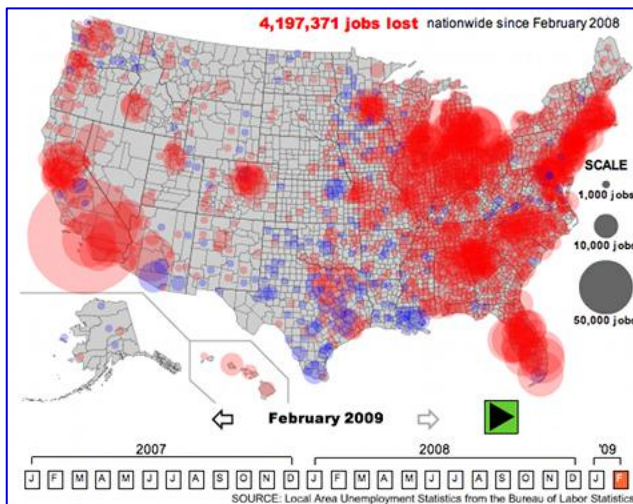
What we like about this tool is that it forces our people to reflect about the gift of time devoted to the organization during the past week. It lets them communicate success and accomplishments while at the same time

KUNST <small>Solutions Corp.</small>		<u>WEEKLY DEBRIEF</u>	
Name:		Date:	
<b>What Went Well:</b>			
1			
2			
3			
4			
5			
<b>What Didn't Go Well:</b>			
1			
2			
3			
4			
5			
<b>What Do We Need to Do Differently:</b>			
1			
2			
3			
4			
5			
<b>Planned Accomplishments:</b>			
1			
2			
3			
4			
5			
<b>Resources Required from the Team:</b>			
1			
2			
3			
4			
5			

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### The Job Loss Implosion

If you do one thing, [click this link](#). (Or the graphic itself.) Please. You'll be sent to a page where you can watch an animation of US jobs losses (red) and gains (blue).



Lean Thoughts