How Lean Are Your Work Habits?
A Factory of One Self-Assessment

Give each statement a score from 1-4 (based on the scoring legend) and then total them up for each fitness category.

	STATEMENT	1 = Strongly disagree 2 = Moderately disagree 3 = Moderately agree 4 = Strongly agree
1.	**Information 5S**	
	I can find physical documents and files quickly and easily, with a minimum of time spent searching.	
	I regularly use all the documents and files that are on my desktop.	
	I can find electronic documents and files quickly and easily, with a minimum of time spent searching.	
	I spend very little time looking for specific emails.	
	I know immediately whether or not I'm missing information that I need.	
	Total	
2.	**Flow**	
	I never mark emails unread to remind me to get back to them.	
	I'm on top of the follow-up flags in my task list: none of them are red (overdue).	
	I have a consistent process that I use to manage my emails.	
	I have a plan for how I will start each day.	

	I attack my most difficult or unpleasant task first thing in the morning. I don't do email first.	
	I only check email a few times per day (i.e., I usually don't respond to emails immediately).	
	I consciously avoid multitasking: I've turned off my email alerts on my desktop computer, and I set my smartphone to "fetch" rather than "push."	
	I try hard to finish my work within a 40-50 hour week. I seldom work at nights or on weekends.	
	I use checklists whenever possible.	
	Total	
3.	**Visual Management**	
	I have a clear picture of all the work I still need to do.	
	I put my own work on my calendar, not just my meetings with others.	
	I take most emails that contain work I have to do and turn them into tasks or calendar appointments (i.e., I calendarize them).	
	Total	
4.	**Continous Improvement Mindset**	
	I have clearly defined standard work (or best practices) for all major, recurring tasks in my job.	
	I regularly identify the major sources of waste in my work (waiting, defects, over-production, etc.) and do some type of root cause analysis to improve it.	
	I have clear standards and metrics for performance on my job so that I can continually evaluate how I'm doing.	
	Total	

Information 5S
Your Score: _____ (Max = 20)

Flow
Your Score: _____ (Max = 36)

Visual Management
Your Score: _____ (Max = 12)

Improvement Mindset
Your Score: _____ (Max = 12)

Recommendations

Information 5S: Your physical and electronic information is visible, accessible, and readily usable.
If you scored low (< 12) in this area, you need to start with a basic 5S cleanup of your information: throw out/delete old and obsolete files, and move old emails into a single folder called "Old Mail." Consider eliminating your email folders entirely, or at least reducing the number to a handful. Create "working," "reference," and "archive" folders for paper and electronic documents.

Flow: You're able to maintain concentration and focus on the task at hand, and generally avoid the perils of multitasking.
If you scored low (< 24) in this area, start by turning off email alerts, and then start a discussion in your office around service level agreements—how quickly do people have to respond to emails? Also try to establish clear communication protocols around the type of communication tool you use (email, SMS, IM, cell phone, etc.) for urgent vs. non-urgent issues.

Visual Management: You have a clear picture of what work needs to be done, and you schedule it effectively, without overloading yourself.
If you scored low (< 8) in this area, you're probably driving your daily work based on the emails in your inbox. Make a list of all your outstanding tasks, clearly identifying how long you estimate each one will take. Transfer them to your calendar, remembering to leave about 2-3 hours each day unscheduled. Force yourself to make the hard choice of what work you're actually going to do, and what work you're going to ignore.

Continuous Improvement Mindset: You engage in "meta-work," reflecting on how you do your job.
If you scored low (< 8) in this area, you're consumed by *what* you're doing, not *how* you're doing it. Start by tracking how you spend your time each day/week. Look for patterns and obvious places of inefficiency. Consider what metrics you could use to help you track your own performance.