

Worksheet

The Edge Team Training

Module 9 – Session 4

Kaizen

The Subtle Art of Daily Micro-Improvements

EXERCISE 1.

What is the difference between Western continual improvement and the Eastern philosophy of Kaizen?

EXERCISE 2. Optimization

Find one area in your personal life or business life that you could optimize in a small way – think micro-change:

EXERCISE 3. Standardization

What system could you add to help you do a daily task the same way every day?

EXERCISE 4. Elimination

Is there one thing you can do TODAY in which you either:

- 1) Eliminate Waste
- 2) Eliminate Steps
- 3) Eliminate Time
