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of the same  
issues - it  
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principles and  
calls them lean  
office. The  
structure of the  
book is good  
with titles such  
as "Takeaways",  
where the

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takeaways are  
sometimes  
limited: "A  
focus on meeting  
customer needs is

## Implementation

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...

A Lean office  
has minimal WIP.  
A major goal of  
Lean is reducing

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or eliminating  
work-in-process.  
It speeds up  
lead time,  
reduces  
inconsistency in  
the customer  
experience, and  
eliminates a  
major source of  
waste. A Lean  
office strives  
for flow. Flow  
is one of those

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Concepts that  
you'll know when  
you see. In  
short, it is the  
art of being  
able to have  
work move start  
to finish by the  
shortest means  
possible, all  
without stopping  
to wait in a  
queue.

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The lean office  
and service  
effort should  
focus on the key  
business  
processes that

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directly affect the organization's ability to deliver value to its customers, such as the processing of orders. The business will then realize near immediate benefits, and customers will

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quickly see the  
results.

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the following  
benefits sound  
like something  
you'd like for  
your business,  
you need to use  
lean  
manufacturing  
principles: 80%+  
waste reduction.  
50% lower  
production  
costs. 80-90%  
reduction in

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standing  
inventory. 90%  
lower cost of  
quality (it's  
90% cheaper to  
make quality  
products)

*9 Lean  
Manufacturing  
Principles to  
Kill the Jargon  
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