5S

Improving Organizational Standards for Efficiency, Effectiveness and Success

1. Sort
   - Identify unused and unneeded items.
   - Use clear, visible labels and signs.
   - Results are increased productivity.

2. Straighten
   - Determine what items you need to do your work and where they should be located for accessibility.
   - Signs (Shortcuts, Hyperlinks) should be used to orient workers and assist workflow.
   - Provide a surrounding of organization and simplicity

3. Shine
   - Thoroughly clean the both front and back stage areas to include computers.
   - Recognize and fix problem areas taking steps to ensure they won't continue.
   - Make sure all areas are clearly labeled and marked with instructions if required.

4. Standardize
   - Make standards clear and visible in the work place.
   - Customize labels, sign, and posters where applicable.
   - Pick a 5S color scheme for your facility.
   - Make sure standards are easy to understand.
   - Standards offer employees and employers a way to reach common goals.

5. Sustain
   - Identify goals you wish to accomplish & measure your progress.
   - Evaluate your resources to find ways to sustain growth.
   - Continually observe the 5s standards.