



[1] Potential Improvement Ideas or Areas



These are ideas or areas you might consider for improvement.

Look for:

- ✓ Topics that keep coming up
- ✓ Areas that bother you or others
- ✓ Things that don't add value
- ✓ People using the phrases below may indicate hidden improvement opportunities. Phrases like these often indicate areas where people may have stopped looking or given up on.
 - "that's just the way it is"
 - "we can't change that"
 - "there are no options"

[2] Refinement and Research Tasks



Break these items into small chunks that can be completed in < 2 weeks.

Refining and Researching **do NOT count as improvements**. Refine potential improvement ideas on an ongoing basis, so you have items that are Ready to Start, and that can be done in < 2 weeks.

[3] Ready to Start – Improvement ideas and experiments



This is your list of items that are ready to start. They must be able to be completed in < 2 weeks, so they need to be small. They can be improvements or improvement experiments.

[4] In Progress



Work In Progress (WIP) limit is 2. Focus on finishing, not starting.

[5] Done



Some ideas will work. Others will not. However, if you are **relentlessly learning** you are **continuously improving**. Focusing on small incremental improvements allows you to learn faster and adapt.