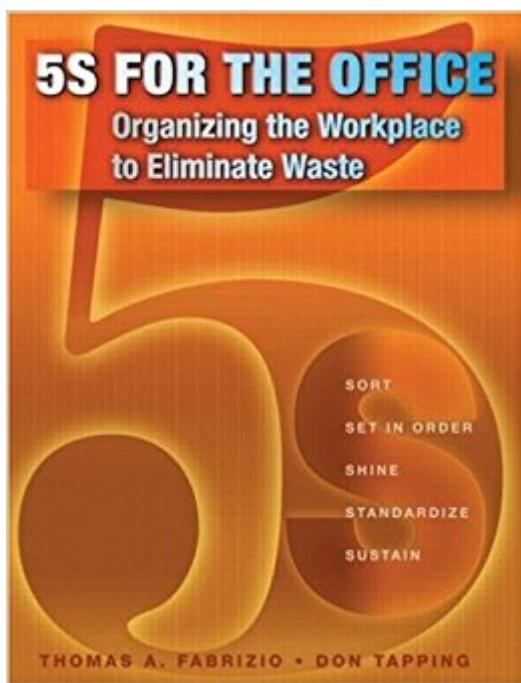


The book was found

# 5S For The Office: Organizing The Workplace To Eliminate Waste



## **Synopsis**

Although office and administrative activities are usually 60 percent of the production costs in most manufacturing organizations, these areas often get excluded during lean initiatives. To achieve lean, office activities must fully support shop floor manufacturing operations to eliminate waste. The adoption of 5S throughout all office and administrative functions is the first step to increase efficiency. In *5S for the Office: Organizing the Workplace to Eliminate Waste*, Tom Fabrizio and Don Tapping bring the concepts of the 5S System -- effective tools for the elimination of waste on the shop floor -- into the office environment. The activities at the heart of 5S for the Office (organizing, ordering, cleaning, standardizing, and sustaining all of these) are completely logical. They are the basic rules for managing any effective workplace. However, it is the systematic method with which the 5S system approaches these activities that makes it unique. This book is a blueprint for building a Lean foundation for your office. Readers of this book can immediately apply the concepts of 5S to their office and administrative activities, resulting in the elimination of waste, reduced production costs, and increased profits. To introduce the 5S system and sell its use to executives as well as workers, consider purchasing  *5S System: An Introduction* DVD Catalog no. PP5934. Adhering to the principle of efficiency that defines this revolutionary and proven system, this video succinctly explains what is involved, who should participate, and what it will take to get started. 

## **Book Information**

Paperback: 192 pages

Publisher: Productivity Press; PAP/CDR edition (July 23, 2006)

Language: English

ISBN-10: 1563273187

ISBN-13: 978-1563273186

Product Dimensions: 8.5 x 0.5 x 11 inches

Shipping Weight: 1.1 pounds (View shipping rates and policies)

Average Customer Review: 2.8 out of 5 stars 2 customer reviews

Best Sellers Rank: #690,822 in Books (See Top 100 in Books) #172 in  Books > Business & Money > Processes & Infrastructure > Office Management #173 in  Books > Business & Money > Processes & Infrastructure > Office Automation #491 in  Books > Business & Money > Management & Leadership > Quality Control & Management > Quality Control

## **Customer Reviews**

IN STOCK

Tapping holds a bachelor's degree from the University of Michigan and an MBA from the University of Notre Dame.

CD was defective. BLANK!! Disappointed...I paid for BOTH the book and the CD. The book is informative but I do not have the CD with the examples of forms, etc. Rip off

Being a staff working for a Kaizen Company Toyota, Kaizen was so clear to me, yet through this book I have learned how The 5S can be implemented at administrative jobs. A Lean Office Demystified

[Download to continue reading...](#)

5S for the Office: Organizing the Workplace to Eliminate Waste Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Organizing from the Inside Out, Second Edition: The Foolproof System For Organizing Your Home, Your Office and Your Life How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Organizing from the Inside Out for Teenagers: The Foolproof System for Organizing Your Room, Your Time, and Your Life Organizing: The Beginner's Easy Route Collection To Organizing Your Home Super Efficiently Organizing: Box Set : Amazing Organizing And Cleaning Guides That Can Help You Clean Anything Fast Cleaning: All Natural Homemade Cleaning Recipes: A DIY Cleaning Guide to Safe, Environmentally Friendly Money-Saving Recipes: Aromatherapy, Clean, Organization, ... Organizing, Declutter, Organizing Book 1) DIY Household Hacks for Beginners: DIY Hacks For Cleaning And Organizing, Increased Productivity, Declutter your Home (DIY Home Improvements, DIY Household ... And Organizing, Increase Productivity) Zero Waste Home: The Ultimate Guide to Simplifying Your Life by Reducing Your Waste Geoenvironmental Engineering: Site Remediation, Waste Containment, and Emerging Waste Management Technologies Feedstock Recycling and Pyrolysis of Waste Plastics: Converting Waste Plastics into Diesel and Other Fuels Characterization of Remote-Handled Transuranic Waste for the Waste Isolation Pilot Plant: Final Report (Compass series) Conflict Resolution in the Workplace: How to Handle and Resolve Conflict at Work ~ an Essential Guide to Resolving Conflict in the Workplace American Bar Association Guide to Workplace Law, 2nd Edition: Everything Every Employer and Employee Needs to Know About the Law & Hiring, Firing, ... Maternity Leave, & Other Workplace Issues Out of the Workplace and Off

the Clock: Borneo (On Vacation: Out of the Workplace and Off the Clock Book 1) The Bully-Proof Workplace: Essential Strategies, Tips, and Scripts for Dealing with the Office Sociopath Feminist Fight Club: An Office Survival Manual for a Sexist Workplace

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)