



The New Lean Office Pocket Guide - (Revised Edition with Over 40 Dropbox File Links to Excel Worksheets) Tools for Elimination of Waste in Paper-Based and Electronic Workflow Environments

Don Tapping, Matt Smith

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The New Lean Office Pocket Guide (Revised with Over 40 Dropbox File Links to Excel Worksheets) is designed to be a convenient, quick reference that provides a valuable insight into the ways that Lean can be applied in the office - for both your paper-based and electronic work. You can put your finger on any entry within a matter of seconds! Create your entire Lean Office transformation with The New Lean Office Pocket Guide. It is developed for managers, supervisors, and people working at all levels of the organization. Now with this newer version you can begin to leverage those same Lean concepts and tools to move all information faster and more accurately, as well as better organize you Desktop (electronic) files and folders. Allow this insightful and ready-to-use guide to be your path to increased efficiency and reduced stress in the office! The New Lean Office Pocket Guide will assist you in your Lean Office projects with simple explanations, examples, and worksheets you can customize. Don't go Lean without this!

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