

🕒 2021.04.18

## Cleaning and Organizing: The Toyota Way by OJT Solutions

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ツイート

Category: Systems

(42 von 100)



**Why:** I spend too much time finding business documents.

**Goal:** find any file in 10 seconds.

**Action:** Give All Belongings An Address.

### 3 Key Concepts

1. Set a rule to discard.
2. Order things in usage frequency.
3. Make a place and address so they can belong.

### Summary

How to clean and organize things?



In short, make it a part of your working habit to label objects with a specific address.

**This book** summarizes the way to implement 5S in our offices. If you do not know 5S, here is the quick re-cap.

1. **Seiri**: Sort to keep or discard.
  2. **Seiton**: Set in order of usage frequency.
  3. **Seiso**: Shine
  4. **Seiketsu**: Standardize with address.
  5. **Shitsuke**: Sustain with regular check.
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## Sort: set time to discard

It is hard for all of us to throw things away. The common mistake is that we do not set a rule. It is, therefore, hard to make decisions.

1. Always use: keep
2. Use sometimes: set an expiration date of 1 week or 1 month. **Discard as time runs out!**
3. Never use: discard

. . .

## Set in order: put in order of usage frequency

The idea is to minimize the time to find and reach the target object by keeping frequently-used things near you.

1. Always use: multiple times per week, put on your desk.
2. Use sometimes: once per week or month, put on a shelf.
3. Selten use: archive in a room, put out of your sight.

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## Give a home address: draw a line and set an address.

It is far more efficient to put things in a slot or in a frame than decide where exactly to put them.





The address is a home for things.

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**To sum up**, it is refreshing for me to read these principles as we use them in our production line. Now, I have a practical idea of how to apply it to my everyday life.

**Goal check:** I learned the system to put things so that reducing saving and searching effort.

**Wasu's Review**  
( 5.0 / 5.0 )

Get this book on Amazon [here!](#)

**Bonus:** Give address in this format.

**Place – Type of things – How many**

A-1-③

A = Shelf in living room

1 = Business books

③ = Position 1 in that shelf

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