

Make the morning easier

A small, familiar space is enough to begin.



PROPOSED ARRANGEMENT / GENERATED ILLUSTRATION

SAMPLE START

95 sec

to find supplies

PROPOSED GOAL

45 sec

retrieval goal

A fictional café restock example. Photograph the shelf, then test a change.

Proposed completion: day 10. The following pages show the project phases, six-S workstreams, named owners and evidence for the closing review.

Fictional project and team. Starting figures are authored samples. Goals and future arrangements are proposed, not achieved results. Photographs do not supply the measurements.

See the change. Make a practical plan.

Two illustrative views of the same workspace. The report belongs to this example.

ILLUSTRATIVE STARTING CONDITION



PROPOSED ARRANGEMENT



Discuss the arrangement with the people doing the work. Confirm local operating requirements, technical suitability and the actual result before accepting a change. This is not a completed project photograph.

Test one shelf before changing the whole cafe

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GENERATED TEACHING ILLUSTRATION / FICTIONAL WORKPLACE

01

Plan: define task + prediction

02

Do: try one shelf

03

Check: compare task + errors

04

Act: keep, adapt or abandon

Use the existing 6S case as a small Plan-Do-Check-Act experiment. The 95-second starting point and 45-second goal are authored summary values; no underlying historical sample is supplied. Define the same retrieval start and finish for each observation, then try a small change. Compare time with wrong selections and restocking effort. Decide what to keep, change or stop, and explain why. Do not fill future results from the after picture.

TRY IT / DISCUSS

The shelf looks better but no one timed the task. Which part of the cycle is still missing?

Check your reasoning: Checking the prediction against comparable observations and balancing measures.

METHOD SOURCES / Q01: Plan-Do-Check-Act Cycle | Q03: Model for Improvement | F10: Standardized Work | F16: Lean & Environment Toolkit, Chapter 5: 6S | S02: CDC: Quality Training Standards

Teach the reset and check it on another shift

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GENERATED TEACHING ILLUSTRATION / FICTIONAL WORKPLACE

Task / same start-finish	Time (s)	Wrong selection	Restock issue
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Describe the reset in plain steps with the person who does it. Ask a colleague to demonstrate it and explain what to do when an item is missing or in the wrong home. Use the planned ten-task comparison as a learning exercise, not a promise of statistical sufficiency. Check another shift before treating the routine as dependable. Record actual observations and keep the 45-second goal visibly separate.

TRY IT / DISCUSS

What should be done if quicker retrieval creates more wrong selections?

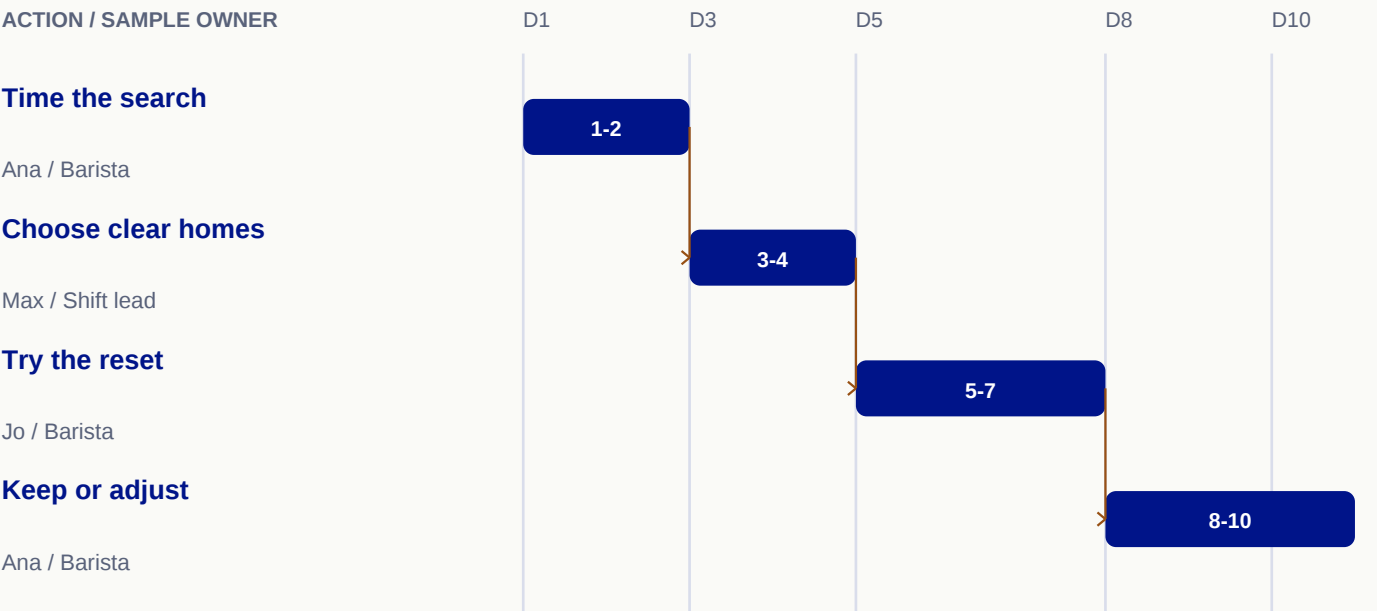
Check your reasoning: Adapt the design and test again; speed alone is not the outcome.

METHOD SOURCES / Q01: Plan-Do-Check-Act Cycle | Q03: Model for Improvement | F10: Standardized Work | F16: Lean & Environment Toolkit, Chapter 5: 6S | S02: CDC: Quality Training Standards

A 10-day project.

A clear finish to work toward.

Four project phases with named owners. Dependencies show the sequence; the final review decides what to retain or revise.

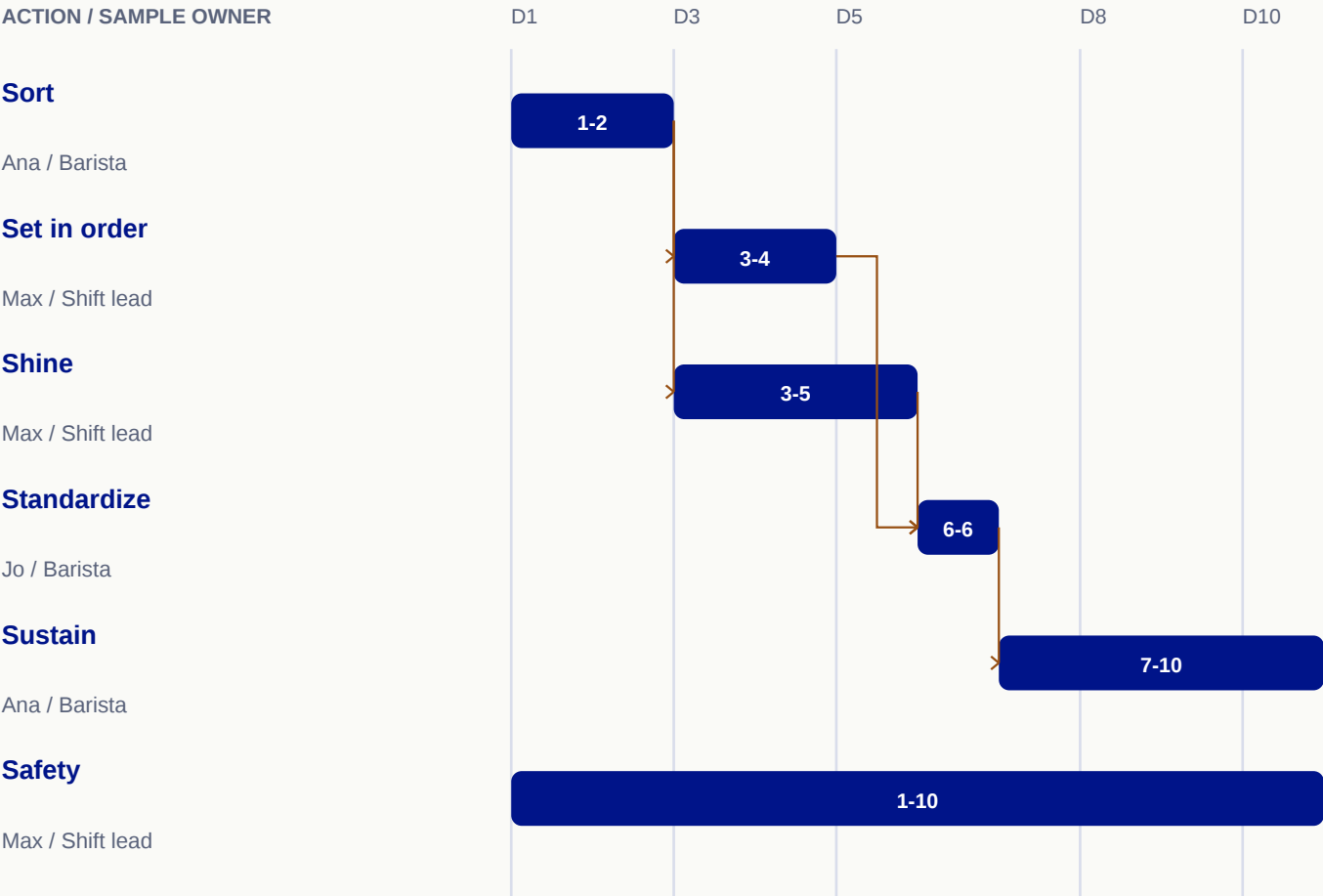


Days / owner	Project phase	Check before moving on
1-2 Ana / Barista	Time the search	Use ten comparable restock tasks.
3-4 Max / Shift lead	Choose clear homes	Practitioners find and return the correct supplies.
5-7 Jo / Barista	Try the reset	Record searches and wrong selections during normal work.
8-10 Ana / Barista	Keep or adjust	Compare the next ten tasks with the goal.

Planned completion decision: day 10. Unfinished work, failed checks or missing evidence may extend the trial. Dates and owner names are illustrative and must be agreed locally.

Six S. One shared timeline.

Proposed project completion: operating day 10. Each workstream has a named owner; Safety remains active throughout.



Arrows show the checks that must finish before the next dependent action starts. Sort is followed by arrangement and correction of recurring problems; both feed the agreed standard.

Day 10: review, decide and assign the next step

Review the measured project result, all six workstreams and unresolved actions before deciding to retain, revise or extend the trial.

Required local controls are checked before the trial and remain active throughout.

Repeated checks provide evidence for review; the schedule does not establish a Sustain score.

Fictional sample team. Relative operating days; set real dates with the responsible team. A due date is a planned check, not evidence of completion.

What each S will deliver.

Proposed actions and acceptance evidence. All results remain unmeasured until the team completes its checks.

S / owner / timing	Action to complete	Evidence for acceptance
Sort Ana / Barista Days 1-2	Keep what the shift needs Review cups, tools and counter supplies with the shift lead; retain a useful agreed quantity and clear obsolete items.	The team agrees the needed items and quantities without discarding food or supplies outside the local process.
Set in order Max / Shift lead Days 3-4	Choose easy-to-reach homes Try one agreed position for cups, tools and replenishment supplies around the existing barista workflow.	Two baristas find and return the selected supplies without blocking each other.
Shine Max / Shift lead Days 3-5	Reset and notice problems Use the approved cleaning routine between trial shifts and report recurring spills or equipment faults.	The following shift checks the recurrence and names the owner of any unresolved fault.
Standardize Jo / Barista Days 6-6	Agree a small reset card Write a short opening and handover reset with the shift lead, including what to do when supplies are missing.	The incoming shift can use the card without a separate explanation.
Sustain Ana / Barista Days 7-10	Repeat and review the trial Check the reset across the remaining trial shifts and repeat comparable supply searches before the day 10 review.	Record actual times, missed resets and staff comments; ten days is an initial trial, not proof of long-term sustainment.
Safety Max / Shift lead Days 1-10	Check the counter arrangement The shift lead checks spill response, access, hot surfaces and food-handling requirements before changing positions.	Existing operating and hygiene controls remain effective; concerns are resolved through the local process.

The receiving owner checks the evidence before closing an action. Record a failed check, the next response and a revised review date; do not mark the whole project complete because the area looks better.

Finish with evidence. Choose the next improvement.

A polished workspace and a completed schedule start the discussion. Actual checks decide whether the change worked.

At the completion review

- 1. Use ten comparable restock tasks.
- 2. Practitioners find and return the correct supplies.
- 3. Record searches and wrong selections during normal work.
- 4. Compare the next ten tasks with the goal.

Keep the result visible

Routine	Accountable sample owner	Response
Next shift / next request	Jo / Barista	Record a missed reset or rejected handoff and assign a response.
Completion review	Ana / Barista	Compare equivalent work, actual results and staff comments before accepting the trial.
Follow-up after the trial	Ana / Barista	Agree the next review date and owner; record recurring concerns rather than assuming the change will last.

Closing decision: retain, revise or extend.

Record measured results, open actions, the receiving owner and the next review date. A goal remains a goal until the evidence supports the claimed result.

Authored example, fictional people and generated imagery. This report is public teaching material; it does not certify a workplace, establish safe operation or record a customer outcome.