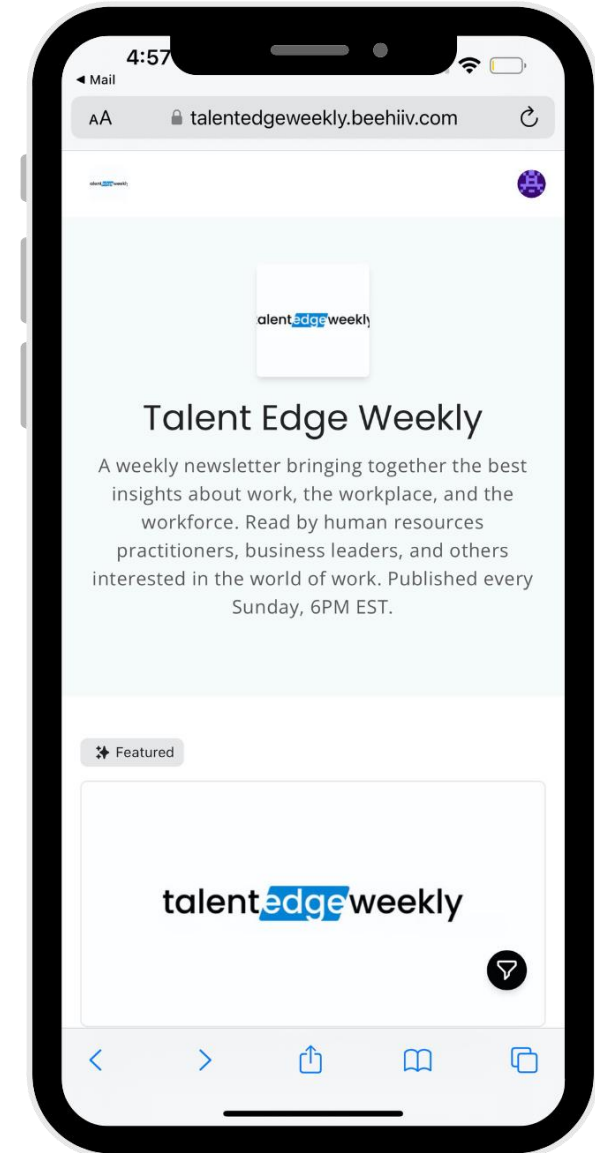


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Ways of Working - Improvement Opportunities

Use this worksheet to facilitate a team discussion aimed at identifying opportunities to eliminate lower-value work and improve the team's operational efficiency. Document discussion notes in the provided text boxes. Pick at least one opportunity to take action on.

FOCUS	OPPORTUNITY 1	OPPORTUNITY 2	OPPORTUNITY 3
<p>LOWER VALUE WORK ACTIVITIES.</p> <p>Work that may have been important at one point, but is no longer needed and can be eliminated, or the time spent on these activities can be significantly reduced.</p>			
<p>INEFFICIENT PROCESSES, OPERATIONS.</p> <p>Ways of operating that are consuming more of the team's time than what is required to deliver value (e.g., unnecessary meetings, lengthy approval processes, etc.)</p>			

Other Resources



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