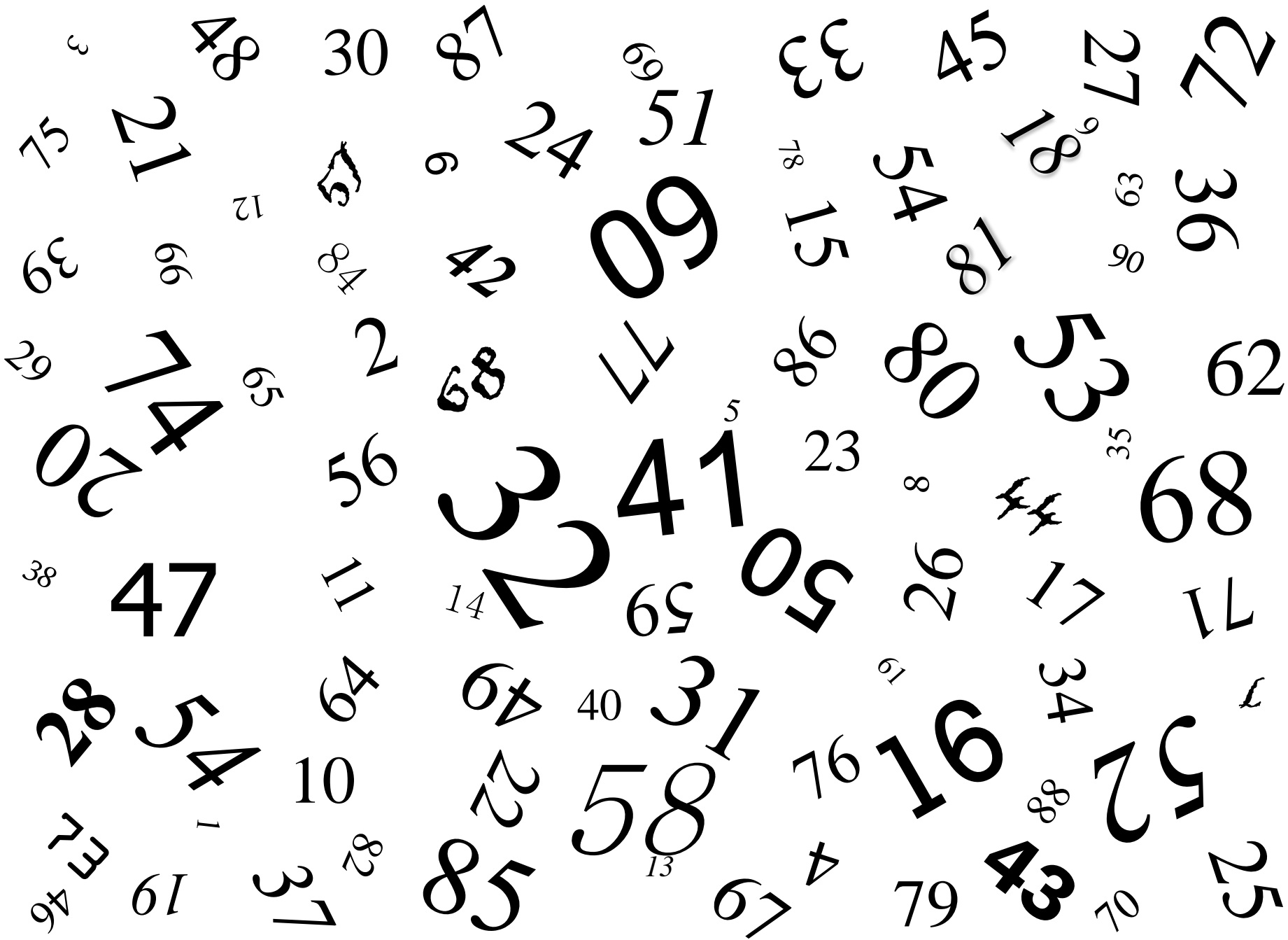


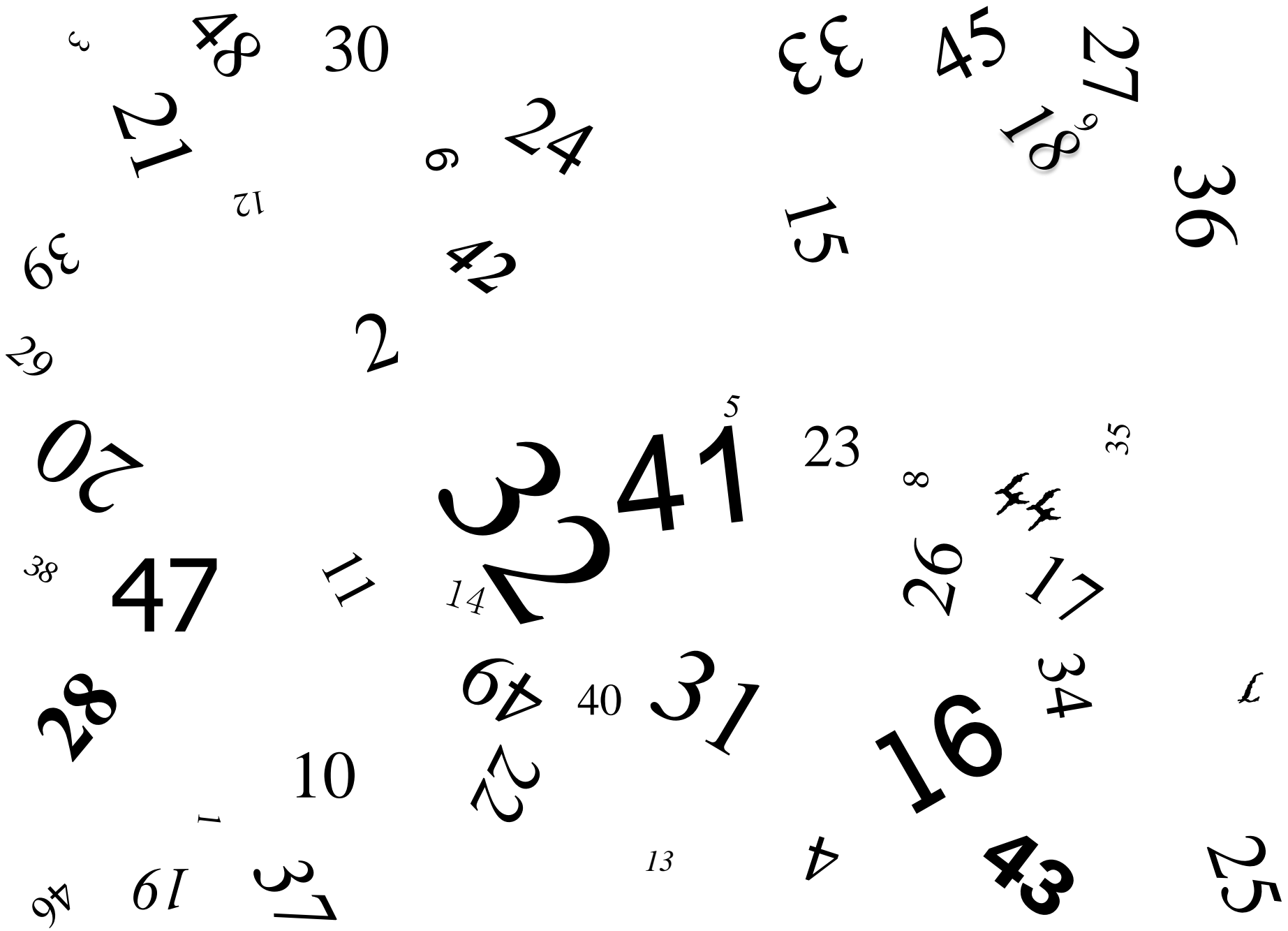
The 5S numbers game.

- This sheet represents our current work place.
- Our job during a 20 second shift, is to strike out the numbers 1 to 49 in correct sequence. Example: ~~1~~ ~~2~~ ~~3~~
- Your score will be represented by the total numbers you mark out in sequence in the 20 seconds..
- Give the sheets out face down and have someone keep time. Now state, “You will have 20 seconds to strike out as many numbers as you can in the correct sequence. On your mark, get set, go.” Stop everyone after 20 seconds.
- Ask each person to call out their individual scores and mark them on a flipchart. The score is the highest number you were able to strike out in 20 seconds.
- Ask as a group if they are happy with the score.



Now Let's Pretend

- For our first action, we are going to implement 5S in this area.
- The first step of this is “Sort” and so on the following piece of paper we have removed from the area all the numbers from 50 to 90 which are not needed.
- Here we go again. Same rules apply. Strike out numbers 1 to 49 in sequence during a 20-second shift.
- Check the numbers this time and see what the improvements are.



- Having achieved some improvement, we now need to move onto the next step: “Set In Order.”
- We have installed some ranking, and we have organized the items so that with Number 3 in the top left-hand corner. The numbers are located from left to right and bottom to top – examples: 1 in the bottom left, 2 in the middle left, and 3 in the top left. So, when you turn this over, you will first look for 1 in the bottom left-hand corner, 2 in the middle left and 3 in the top left.
- Same rules apply: 20 second shift. Get ready, get, set go.

36

27⁹

18

45

33

15

24⁶

42

30

48⁴

21¹²

3

39

53

44

17

26⁸

23

41⁵

32¹⁴

2

11

20

38

47

29

7

25

34

16

43

4

31

40

67

22¹

13

10

28

1

19

37

46

- Having now made a significant step forward, and having ignored “Shine” for this exercise, we must “Standardize.”
- Since we are dealing with numbers 1 to 49 in sequence, it seems logical to re-organize them in a standard way that makes the completion of the work task as easy as possible.
- This should ensure that everyone is able to complete the task (and therefore produce a team score of 49.)

Numbers from 1 to 49

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	

- To show respect for Standards, it is necessary to make the “management” of the area visual.
- Returning to our original work area, we have for this assignment two numbers missing. We cannot complete the task without these numbers - so first we have to find them.
- Start a clock running and every 20 seconds, tell them how many “shifts” they have been through looking for the appropriate numbers.
- Stop when the first person tells you the two missing numbers. How many shifts did it take?
- Ask the group, “Now, do you understand the need for standards?”



- Now how much easier is it to find the quality problems?
- Tell everyone to look at the 6th number page and see how easy it is now to find the missing numbers, which are 18 and 42.

Numbers from 1 to 49

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17		19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41		43	<i>44</i>	45	46	47	48	49	