More than ever, Kaiser Permanente needs to offer the most affordable care—and unit-based teams are finding ways to root out waste and work more efficiently while maintaining high quality. In the first quarter of 2014 alone, almost a third of UBT projects focused on cutting cost and boosting efficiency. Use these tips to help your team identify projects that cut waste and make your work more efficient.

Visit LMPartnership.org for ideas and tools for your team.

**6 ESSENTIAL TIPS**

1. **Get organized.** Use the 6S to Tame the Chaos in the Workplace tool to help you organize everything from supplies to computer files and eliminate waste.

2. **Become supply savvy.** Make a full assessment of supplies—track inventory, tidy up storage areas and streamline ordering. Simple changes can help you save thousands of dollars.

3. **Learn the 8 Types of Waste.** Carry notecards in your pocket to jot down any areas that can be made more efficient.

4. **Do a process map.** Charting a workflow may reveal bottlenecks or redundancies you didn’t realize existed. Use the LMP Process Mapping tool to help.

5. **Perform a waste walk.** Carry out a non-judgmental observation of a work area or work process to identify waste or inefficiency. Use the Waste Walk Toolkit on LMPartnership.org to get started.

6. **Learn the business side.** The more teams understand the business of health care and the economics of their departments, the better equipped they are to find savings. Study non-payroll budgets (inventory, for example) to find areas for reducing costs.

**Rooting Out Waste**

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- Make a full assessment of supplies—track inventory, tidy up storage areas and streamline ordering. Simple changes can help you save thousands of dollars.
- Carry notecards in your pocket to jot down any areas that can be made more efficient.
- Charting a workflow may reveal bottlenecks or redundancies you didn’t realize existed. Use the LMP Process Mapping tool to help.
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