

Practical Application

- **Identify at least three processes you interact with regularly.**
 - What are some value-added steps within each process?
 - What criteria did you use to determine which steps are value-added?
 - What are some non-value-added-required steps within each process?
 - What makes these steps required?
 - Is there any opportunity to avoid or streamline this process?
 - What are some non-value-added steps within each process?
 - How should the value-added steps that are before and after the non-valued-steps be properly synced?
 - How would eliminating these non-value-added steps improve the overall process?