

End of Year Cleaning: How to Organize Your Work-Space Using 5S

5 STEPS TO GO FROM



Use 5S to optimize your work-space efficiency

The end of the year is nearly here and chances are your workspace and clutter on your desk are out of hand. You're not alone! As the days, weeks and months fly by many of us find ourselves wondering- how did this happen, again? Don't fret, a good end of year cleaning will help you start your new year of right.

Why your cleaning should start with your work-space?

- It is probably where you spend the majority of your time each day. When our workspace/desk are tidy we appear more professional.
- The physical environment of the workplace has a significant effect on the way that we work. When our space is a mess, so are we.ⁱ
- It can help keep you on task, therefore making you more efficient.
- Clutter affects your brain and your work.

How to optimize your work-space for efficiency using 5S lean practices.ⁱⁱ

1. SORT:

- **Get it started:** Necessary and un-necessary items are identified; those not needed are removed.
- **Continuous Improvement:** Problem areas are eliminated so you can continually seek improvement opportunities.

2. STORE:

- **Get it started:** Needed items are safely stored and organized according to usage frequency.
- **Continuous Improvement:** Abnormal conditions are visually obvious and corrective action measures are in place.

3. SHINE:

- **Get it started:** Utilize any necessary cleaning material to remove dirt, grime, and dust from work area.
- **Continuous Improvement:** A continuous cleaning schedule if created and maintained.

4. STANDARDIZE:

- **Get it started:** Make workplace method improvements and labels visible and understood by all who may encounter your work space.
- **Continuous Improvement:** Continually seek elimination of waste and update / document all changes.

5. SUSTAIN:

- **Get it started:** Create a checklist to help you maintain all of your hard work
- **Continuous Improvement:** Continually seek elimination of waste and update / document all changes on your checklist.

ⁱ The Case for Finally Cleaning Your Desk (<https://hbr-org.cdn.ampproject.org/c/s/hbr.org/amp/2019/03/the-case-for-finally-cleaning-your-desk>).

ⁱⁱ Spring Cleaning: How to Organize your Work-Space Using 5S (<https://www.mau.com/career-tips/spring-cleaning-how-to-organize-your-work-space-using-5s>)