

BENEFITS OF LEAN OFFICE

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ABSTRACT

“A place for everything, and everything in its place”

The 5S methodology is a universal and simple approach that works in companies all of the world. The Japanese developed this simple and easily understandable words .The philosophy of 5S at every aspect of their life and have made it a worldwide recognizable Lean Office eliminates waste and non-value-add activity, reduces costs and improves efficiency. First the paper identifies problems of work place .The aim of the paper is to find a middle way solution on a managing the work places at the end of the paper it will be included if there is any waste. A brief understanding of common areas of waste in an office or organizational setting will help lay the foundation for the recognition of waste.