



# **Lean Office Demystified II - Using the Power of the Toyota Production System in Your Administrative, Desktop and Networking Environments**

*Don Tapping, Doug Fertuck, Vlado Baban, Anne Dunne*

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Lean Office Demystified II reveals the secrets on how Lean can be used to improve all types of administrative processes. Detailed steps are provided to ensure office productivity will be improved. This newer version includes examples on how Lean can be leveraged with MS Office (and other applications) to move information where it is needed, when it is needed, in error-free ways never dreamed of - at the speed of sight. Learn how MS Excel, Word, Access, Groove, and Visio, as well as ACT!, Windows Explorer, and Google Docs can be used in applying Lean tools and concepts. This is all conveyed through the Global Winds case study that is included at the end of each chapter. This easy-to-use book includes everything you need for success readiness guides, worksheets, forms, screen shots, application examples, etc. Lean Office Demystified II will boost office performance, reduce costs, and increase customer satisfaction, while at the same time create stress-free work place. BONUS! The Appendix now contains step-by-step instructions on how to: 1. Create a value stream map in Visio 2. Use Pivot Tables to help identify a value stream 3. Use Excel to create an Employee Balance Chart

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