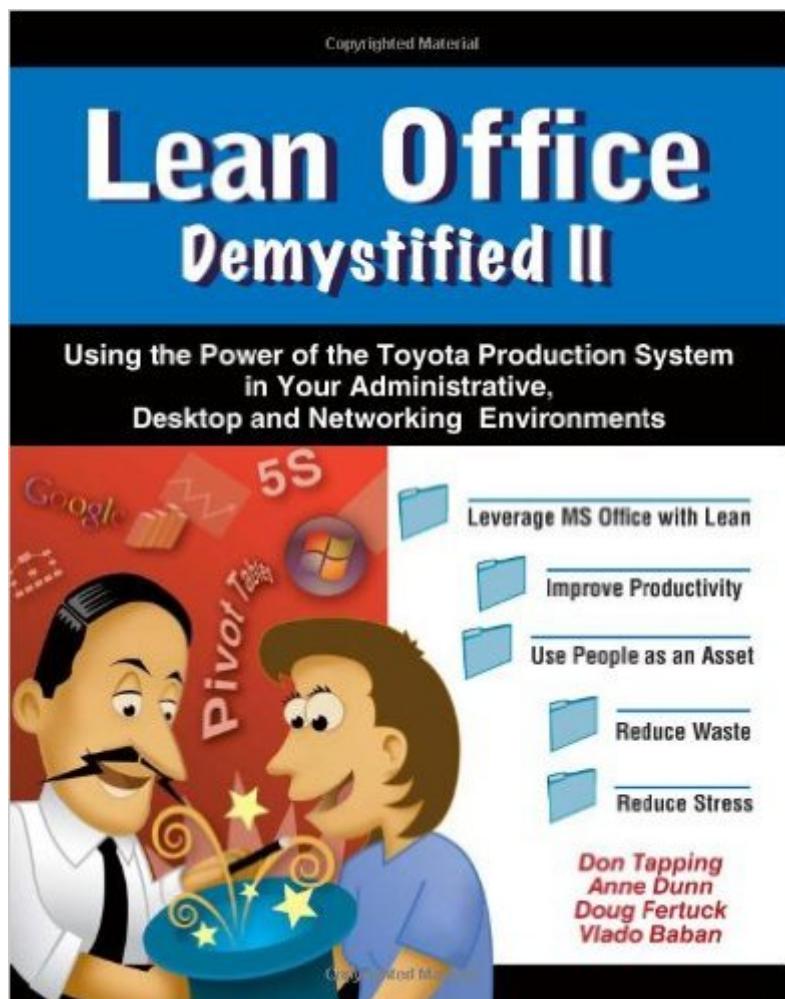


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# Lean Office Demystified II - Using The Power Of The Toyota Production System In Your Administrative, Desktop And Networking Environments



## **Synopsis**

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, Grove, 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

## **Book Information**

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## **Customer Reviews**

The book presents in a clear and objective form the lean, focused in administrative areas. Even though the tools, mostly, are the same as those applied in manufacturing, we have difficulty to apply them in the office. The book shows us the way to an enjoyable read.

I found the concepts in this newer version very appropriate to our administrative areas of human

resources, finance, customer service, and tech support. We used the case study that is fairly comprehensive as our example on how we too can implement Lean given our reliance on software applications. The main tools are well-defined in simple explanations but then are applied succinctly in the Global Winds case study. Great overview and practical example on how Lean works in today's administrative area. This book is in a league of its own! (Note: The Lean Desktop and Networking Pocket Guide XL also has some great examples on how Lean can be applied in the desktop and networking environment to improve data and information flow.)

Lots of good information and practical tools to implement Lean processes in the office. I'm reading the Kindle edition which is full of typos and spelling mistakes. Really inexcusable in this day and age. It makes it impossible to share as it does not give a professional impression when your reference material is so poor. If you can look beyond this there is plenty to learn and some good process implementation advice and useful tools as well.

Very good

I have re-purchased this book because it said the 2014 version has dropbox links to the files.. when I downloaded the book theres no dropbox links and it is the same version as before.

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