The original seven forms of lean waste are:

1. Transportation (moving products that is not actually required to perform the processing)
2. Inventory (all components, work in process and finished product not being processed)
3. Motion (people or equipment moving or walking more than is required to perform the processing)
4. Waiting (waiting for the next production step)
5. Overproduction (production ahead of demand)
6. Over Processing (resulting from poor tool or product design creating non-value added activity)
7. Defects (the effort involved in inspecting for and fixing defects)

An easy way to remember the 7 forms of waste is using 'COMMWIP' an acronym for
1. **Correction**
2. **Over-production**
3. **Motion**
4. **Material movement**
5. **Waiting**
6. **Inventory**
7. **Process**

The order and terms are not important for those who choose to remember COMMWIP

Office Examples of the 7 Forms of Waste

Waste	Examples
1. Transportation & Handling	Movement of paperwork, multiple hand-offs of electronic data, approvals, excessive email attachments and distributing unnecessary cc copies to people who don't really need to know are examples of transportation and handling wastes
2. Inventory	Purchasing or making things before they are needed (e.g. office supplies, literature...). Things waiting in an in-box, unread email and all forms of batch processing create inventory
3. Human Motion	Walking to copier, printer, fax... Walking between offices. Central filing.
4. Waiting	Slow computer speed. Downtime (computer, fax, phone...). Waiting for approvals, waiting for customer information or waiting for clarification or correction of work received from upstream process create much waste in office and business systems.
5. Overproduction	Printing paperwork or processing an order before it is needed. (things can change) Any processing that is done on a routine schedule - regardless of current demand
6. Over-processing	Relying on inspections, rather than designing the process to eliminate errors. Re-entering data into multiple information systems, making extra copies, generating unused reports, and unnecessarily cumbersome processes are over-processing
7. Defects	Data entry errors or invoice errors. Engineering change orders, design flaws, employee turnover and miscommunication are all 'defects' in office processes