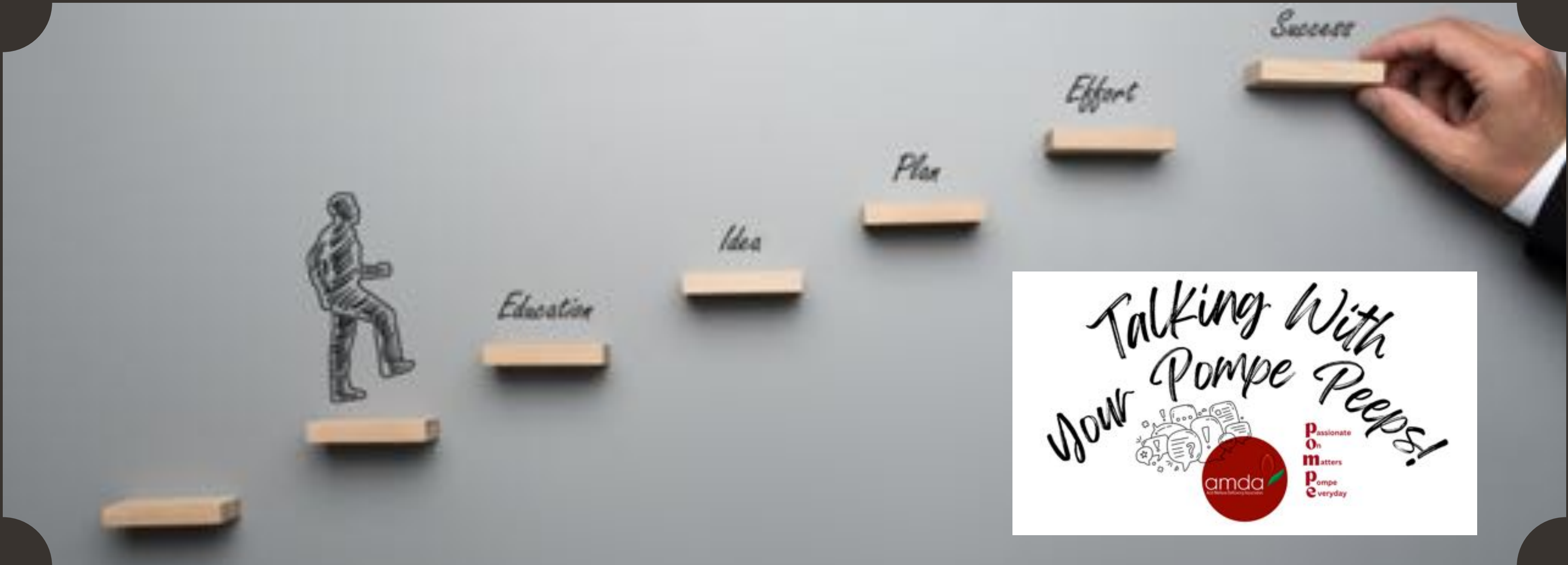


# *Kaizen Your New Year's Resolutions:*

SMALL STEPS, BIG SUCCESS!



MATT ZIMMERMAN



Japanese: 改善, “Change for the Better” / “Improvement”

- Philosophy of continuous improvement
- Focuses on small, incremental changes over time to improve:
  - Efficiency
  - Productivity
  - Quality



# ORIGINS

- Formalized Concept - Post-WWII Japan (late 40s-50s)
  - Principles behind it (continuous improvement) existed for centuries in Japanese culture

## Toyota and the Birth of the Kaizen System

- Taiichi Ohno (Toyota Engineer) and Shingeo Shingo developed the Toyota Production System (TPS) in the 1950s, the earliest structured implementations of kaizen. Emphasized reducing waste (muda), improving efficiency, and empowering workers to contribute to improvements.

## Masaaki Imai and the Globalization of Kaizen

- 1986 - Masaaki Imai (Japanese organizational theorist) - “Kaizen: The Key to Japan’s Competitive Success”, introduced Kaizen as a structured philosophy
- Spread Kaizen globally to business, influencing Lean Manufacturing, Six Sigma, and modern business management



# Key Principles of Kaizen

Continuous Improvement - Small, consistent Improvements lead to significant long-term benefits.

Eliminate Waste (Muda) - Identify and remove inefficiencies in processes.

Standardization - Establish best practices to ensure consistency.

Employee Involvement - Everyone, from executives to workers, contribute to improvement.

Customer Focus - Enhancing value for the customer is a priority.

PDCA Cycle - Plan, Do, Check, Act for structured problem solving.

5S Methodology - Organizing the workplace for efficiency (Sort, Set in Order, Shine, Standardize, Sustain)

# PDCA Cycle



## Plan

### Identify and Prepare

- Identify the problem or area for improvement
- Gather data and analyze the current situation
- Set specific, measurable goals for improvement
- Develop a small-scale action plan to test a solution



## Do

### Implement on a Small Scale

- Execute the plan on a small scale to minimize risks
- Collect data on the results
- Observe how the changes impact the process



## Check

### Evaluate Results

- Compare actual results to expected outcomes
- Identify gaps, successes, and areas that need adjustments
- Analyze what worked and what didn't



## Act

### Standardize and Expand

- If successful, implement the change on a larger scale and integrate it into standard practice
- If unsuccessful, refine the approach and go through the cycle again
- Document lessons learned and seek further improvements

# 5S Methodology



## **Example:**

I want to cut back on my caffeine intake.

- Develop self-discipline to stick with the improvements
- Regularly review and refine the process to sustain long-term success

Example:  
Monitor caffeine reduction progress and adjust as needed to maintain the habit



- Identify and eliminate unnecessary items from your workplace
- Keep only what is essential and useful

Example:  
Remove extra supplies or energy drinks from your space



- Arrange items in a logical easy-to-access way
- Designate specific places for each item to improve workflow

Example:  
Keep healthier beverage alternatives (herbal tea, decaf options, water) in an accessible spot



- Establish routines and best practices to maintain organization
- Set guidelines and schedules for maintaining the new system

Example:  
Set a daily caffeine limit and consistently follow it using a tracking system



- Maintain cleanliness and order in the workspace
- Regularly clean and inspect equipment or tools

Example:  
Keep your coffee-making area clean and clutter-free to encourage mindful consumption

# Kaizen Action Plan for Habit Formation



# Step 1: Choose One Habit to Focus On

## ACTION STEPS:

- Select one habit to develop (e.g., exercising, reading, waking up early)
- Define a clear and simple goal
- Start with a small version of the habit (e.g., reading one page, doing one push-up)

## EXAMPLE:

Emma wants to start reading daily, so she commits to reading just one paragraph each night before bed





# Step 2: Anchor the Habit to an Existing Routine

## ACTION STEPS:

- Pair the new habit with something you already do daily (e.g., after brushing teeth, before drinking coffee)
- Use reminders like sticky notes, phone alarms, or habit-tracking apps

## EXAMPLE:

John decides to do five squats every morning right after brushing his teeth



# Step 3: Make the Habit Easy and Rewarding

## ACTION STEPS:

- Reduce friction by preparing in advance (e.g., lay out workout clothes, keep a book by your bedside)
- Reward yourself with small positive reinforcements (e.g., a checkmark on a habit tracker, or a small treat)

## EXAMPLE:

Sarah wants to drink more water, so she places a water bottle on her desk and rewards herself with a favorite tea after meeting her daily goal



# Step 4: Track Progress & Adjust Gradually

## ACTION STEPS:

- Use a journal or app to track consistency
- Adjust difficulty gradually (e.g., increase reading from one paragraph to one page, then to one chapter)
- Reflect weekly on what is working and make small improvements

## EXAMPLE:

Mike starts meditating for one minute a day and increases it by 30 seconds each week



# Step 5: Overcome Challenges & Stay Flexible

## ACTION STEPS:

- Accept occasional setbacks and restart without guilt
- Modify the habit to fit different situations (e.g., do a shorter workout if time is limited)
- Seek support from friends, family, or online communities

## EXAMPLE:

Lisa misses a day of journaling but instead of quitting, she writes a shorter entry the next day to stay on track



# Step 6: Reflect & Maintain

## ACTION STEPS:

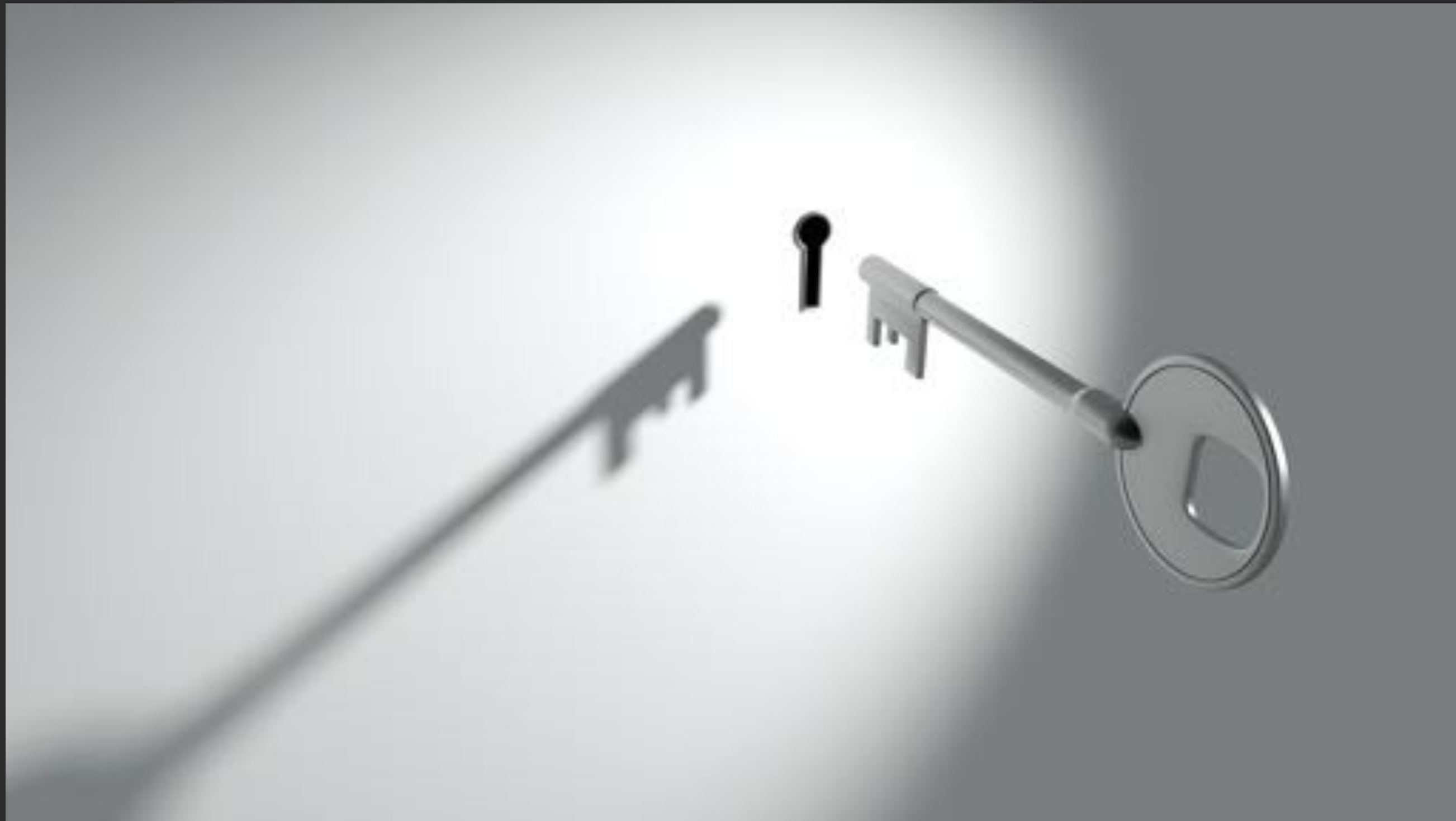
- Celebrate milestones (e.g., one week, one month of consistency)
- Keep the habit sustainable by integrating it into daily life naturally
- Consider adding a new habit once the first one feels automatic

## EXAMPLE:

After maintaining a daily stretching routine for a month, David adds a five-minute morning walk to his routine



Progress, not perfection is key!



# BUDGET PLAN

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# Kaizen Action Plan for Budgeting

# Step 1: Start Small & Track Expenses

## ACTION STEPS:

- Begin by tracking income and expenses for a month without making changes
- Use an app (e.g., Mint, YNAB), a spreadsheet, or a notebook
- Categorize expenses (e.g., food, rent, entertainment, subscriptions, savings)

## EXAMPLE:

Sarah realizes she spends \$120/month on coffee shop visits. By switching to home-brewed coffee, she save \$80 per month without completely cutting out her habit





# Step 2: Identify & Eliminate Waste (Muda)

## ACTION STEPS:

- Identify unnecessary expenses (e.g., unused subscriptions, impulse buys)
- Cancel or reduce one wasteful expense at a time
- Optimize grocery shopping by planning meals and reducing food waste

## EXAMPLE:

John cancels a \$15/month gym membership he never uses and instead opts for free home workouts, redirecting those funds to his savings



# Step 3: Set Incremental Goals

## ACTION STEPS:

- Start with small, achievable savings goals (e.g., save 2% of income this month, 3% next month)
- Automate small transfers into savings
- Gradually increase savings without feeling a drastic impact

## EXAMPLE:

Emma starts by saving \$50 a month. Over six months, she increases it to \$150 without disrupting her lifestyle.



# Step 4: Improve Processes Gradually

## ACTION STEPS:

- Review finances weekly instead of waiting until the end of the month
- Set up automatic payments to avoid late fees
- Consolidate bills to a single due date for easier tracking

## EXAMPLE:

Mike schedules all his bill payments for the first of the month, reducing the chances of missed payments and avoiding late fees



# Step 5: Standardize & Make Budgeting a Habit

## ACTION STEPS:

- Establish a fixed time each week to review finances
- Choose a simple, repeatable budgeting system (e.g., 50/30/20 rule or envelope system)
- Stick to a consistent spending review routine

## EXAMPLE:

Lisa follows the 50/30/20 rule: 50% on needs, 30% on wants, and 20% on savings. She reviews her budget every Sunday evening to stay on track



# Step 6: Get Feedback & Adjust

## ACTION STEPS:

- Reflect on what's working and what's not
- Adjust budget categories slightly based on real spending patterns
- Increase savings by 1% when possible

## EXAMPLE:

After three months, David notices he overspends on dining out. He reallocates \$50 from entertainment to groceries and learns new home-cooked recipes



The key is consistency and small,  
manageable improvements!



# Kaizen Action Plan for Quitting Smoking



# Step 1: Track Smoking Habits

## ACTION STEPS:

- Keep a log of each cigarette you smoke for a week
- Note the time, place, and reason for smoking
- Identify triggers (e.g., stress, social settings, boredom)

## EXAMPLE:

John realizes he smokes most often during work breaks and after meals. He decides to focus on reducing these specific instances first





# Step 2: Reduce Gradually

## ACTION STEPS:

- Decrease daily cigarette intake by one every few days
- Delay the first cigarette of the day by 15 minutes, gradually increasing the delay
- Use smaller cigarette portions (e.g., smoking only half a cigarette)

## EXAMPLE:

Lisa cuts down from 15 cigarettes a day to 12 in the first two weeks by skipping the ones she smokes out of habit rather than craving



# Step 3: Replace Smoking with Healthier Habits

## ACTION STEPS:

- Replace smoking triggers with alternatives like chewing gum, deep breathing, or drinking water
- Engage in physical activities (e.g., walking, stretching) when cravings strike
- Try nicotine replacements if needed (patches, gum, lozenges)

## EXAMPLE:

Mike drinks a glass of water and takes a short walk every time he feels the urge to smoke after meals



# Step 4: Modify Your Environment

## ACTION STEPS:

- Remove cigarettes, lighters, and ashtrays from your home, car, and workplace
- Avoid places and situations that encourage smoking
- Inform family and friends of your goal for support

## EXAMPLE:

Emma stops buying cigarettes in packs and only carries a limited number, making it harder to smoke on impulse



# Step 5: Establish a Reward System

## ACTION STEPS:

- Set small milestones (e.g., one day, one week, one month smoke-free)
- Reward yourself for progress (e.g., treat yourself to a favorite meal or activity)
- Use savings from not buying cigarettes to fund rewards

## EXAMPLE:

After staying smoke-free for a month, David uses the money he saved to buy a fitness tracker as a motivation boost



# Step 6: Adjust & Continue Improving

## ACTION STEPS:

- Reflect on challenges and adjust the plan as needed
- Learn from slip-ups and continue progressing without guilt
- Seek professional help or support groups if needed

## EXAMPLE:

Sophia had a relapse during a stressful week but instead of giving up, she refocused on stress management techniques and kept moving forward



Small, consistent efforts lead to long-term success.





# Kaizen Action Plan for Being More Appreciative and Mindful

# Step 1: Start With Awareness

## ACTION STEPS:

- Take a few minutes each day to reflect on what you are grateful for
- Notice small, positive moments throughout your day
- Keep a mental note of things that make you happy or thankful

## EXAMPLE:

Emma realizes she feels happiest when enjoying morning coffee, so she takes an extra moment to appreciate it





# Step 2: Keep a Gratitude Journal

## ACTION STEPS:

- Write down one thing you're grateful for each day
- Gradually increase to three things per day as it becomes a habit
- Be specific about why you are grateful

## EXAMPLE:

Mike writes, "I'm grateful for my friend Sarah, who checked in on me today. Her kindness means a lot."



# Step 3: Express Gratitude to Others

## ACTION STEPS:

- Say “thank you” more often, even for small gestures
- Write appreciation notes or send texts to loved ones
- Compliment someone genuinely every day

## EXAMPLE:

John sends a quick text to his mother, thanking her for always supporting him, making her day brighter



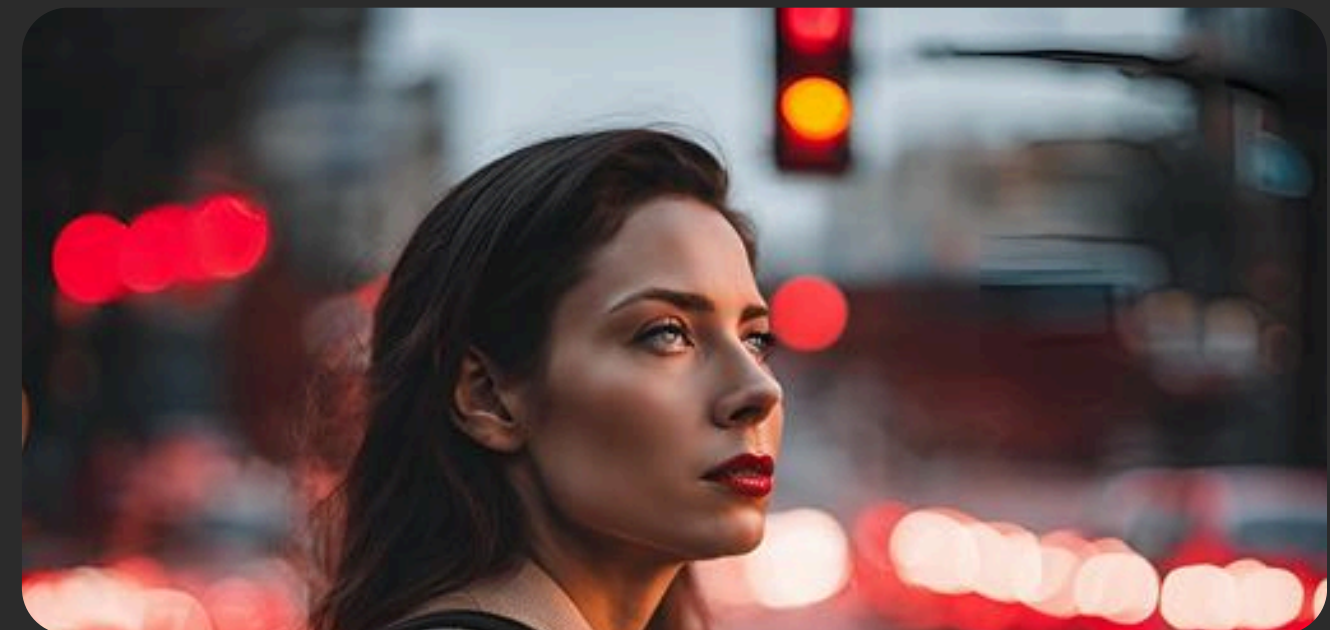
# Step 4: Incorporate Gratitude into Routine Activities

## ACTION STEPS:

- Practice gratitude during meals by acknowledging the effort behind your food
- Reflect on one thing you're grateful for before bedtime
- Associate gratitude with daily habits, like brushing your teeth or commuting

## EXAMPLE:

Sophia takes a deep breath and thinks of something positive each time she waits at a red light



# Step 5: Shift Perspective in Challenging Situations

## ACTION STEPS:

- Reframe difficulties by identifying lessons or silver linings
- Focus on what you have rather than what you lack
- Appreciate challenges as opportunities for growth

## EXAMPLE:

David faces a tough work situation but shifts his mindset to see it as a chance to develop resilience and problem-solving skills



# Step 6: Reflect & Adjust for Improvement

## ACTION STEPS:

- Review your gratitude practice at the end of each week
- Identify what works best and refine your approach
- Celebrate progress and acknowledge the positive impact

## EXAMPLE:

After a month of practicing gratitude, Lisa realizes she feels happier and more present. She decides to start sharing her reflections with family



Incremental improvements lead to lasting  
change!



Thank You!

Talking With  
Pompe Peeps!  
Now



Passionate  
On  
matters  
Pompe  
everyday