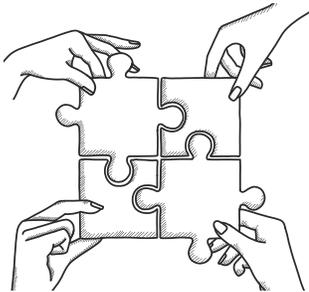


## The Morning Meeting and Gemba Walk



This month we will be talking about two essential tools for your successful journey of building a LEAN Culture. The morning meeting and the daily Gemba walk will be the foundation by which your lean culture will be constructed and maintained.

Earlier we discussed that people are the most valuable, yet most underutilized, asset that most companies have. The morning meeting and the Gemba walk are preventative maintenance measures to assure this most valuable asset is informed and engaged in creating the most useful products and services possible.

The morning meetings served Walmart well in communication expectations for the day and sharing the information needed to become the world's largest retailer. Done correctly, it will have a fantastic effect on your organization.

The keys to a productive morning stand-up meeting are to (1) Stay on Pace and (2) Stay on Track. The facilitator-leader should start on time. Do not let the tardiness of any individual impede the progress of your group. Make sure that everyone has an opportunity to communicate necessary information to the team, but be vigilant to stay focused. Remember, you are setting the pace and expectations for the day.

The daily Gemba Walk is equally crucial to maintaining the pace and priorities of the day. The outcome for the Daily Gemba Walk is to be aware of the realities of the workplace. Only by being present in the Gemba Walk will be able to see the problems and opportunities of the day. Engaging team members one on one allows us the opportunities to work together on issues specific to the part they play in the larger enterprise. The walk also demonstrates the priorities and commitment to the process.

To learn more about these and other LEAN TOPICS visit our website at [WorkSafeWorkSmart.com](http://WorkSafeWorkSmart.com).

LEAN into **Safety**.com™

**BOSS Strapping™**



### BOSS Driver Kit

How does your yard handle returns?

This kit will allow truck drivers to secure return loads as a secured unit, allowing safe transport and more efficient restocking procedures.



**Jeff Tweten**

Founder/Mangaing Member  
WorkSafeWorkSmart.com, LLC  
Co-Founder Lumber Buddy™  
Productivity Products