

5S to Success

1

SORT

Eliminate objects in the workspace that are not in use
store or discard them



2

SET

Arrange any items used on a daily basis so they
may be easily accessed and quickly stored



3

SHINE

Everything is clean and functioning properly



4

STANDARDIZE

Develop a discipline for SORT, SET, and SHINE



5

SUSTAIN

Create a culture that follows these steps
on a daily basis

