5S Methodology
- Establish orderly flow
- Eliminate waste
- Organize the workplace

1. SORT
Divide items in the workplace into 3 categories: retain, return & rid.

2. SET IN ORDER
Find a place for everything and put everything in a place. Organizing, arranging & storing material, equipment & information.

3. SHINE
Cleansing the workplace & maintaining its appearance daily. Try establishing preventative measures to produce ongoing cleanliness.

4. STANDARDIZE
Maintain & make the sort, set in order and shine habitual. 5S becomes a part of the regular work routine.

5. SUSTAIN
Ongoing application of knowledge, skills and abilities gained from the 5S process in order to improve organizational wide effectiveness.

Where to start:
1. Get rid of all the junk
2. Find a place for every thing, and put every thing in a place