

Comments of Jeffrey Liker to the Ten Lean Habits

1. Clearly identify your mission and long-term goals and focus on activities that add value to what you want to do and who you want to be. Take the time to invest in yourself even if there is some short term pain (e.g., exercise, education)
2. Respect other people and identify a strong network of partners who can help you in your mission.
3. Adopt an attitude of continuous improvement (Kaizen) identifying one thing you can improve about yourself or your situation. The goal is to feel that the aphorism "know more today than yesterday and less than tomorrow" is true in your person.
4. Reflect (hansei) with brutal honesty on yourself, each day, how you approached a task, to identify a few concrete actions you can take to improve.
5. Keep your environment and resources orderly and tidy. Apply the 5S to things that matter for you to accomplish your goals.
6. Take some time to plan your activities, with timing and priorities. Make it visual when possible. Planning also helps you to be proactive and identify possible risks. Then be flexible in adjusting the plan as you go.
7. When solving a problem or error or making an improvement stop and think deeply about what the real problem is and what the source of the problem is. Avoid jumping from rough identification of a problem immediately to a solution.
8. Standardize routine work. Write down a process and improve it. Standards should never be fixed or rigid.
9. Go and see first hand when you think there is a problem. Take the time to observe, ask questions, and listen to understand the situation without preconceptions.
10. Create flow in your life. Avoid jerky starts and stops to tasks or to working toward your life's mission. But make sure your life's activities that flow have balance between work, family, personal development and fun!