SMED Application Checklist

Area of Application: (e.g., Manufacturing, Office Workflow, Personal Routine)

1. Identify Internal & External Tasks:
 * List all tasks involved in the current process.
 * Mark each task as either "Internal" (requires downtime) or "External" (can be done while running).

2. Convert Internal to External:
 * Brainstorm ways to shift internal tasks to external.
 * Consider pre-setting, organizing, and standardizing.

3. Streamline Remaining Internal Tasks:
 * Analyze the remaining internal tasks for potential improvements.
 * Look for ways to simplify, combine, or eliminate steps.

4. Standardize and Maintain:
 * Document the new, optimized process.
 * Create standardized procedures and checklists.
 * Establish regular reviews to ensure ongoing efficiency.

5. Potential Benefits:
 * List the potential benefits of implementing SMED in this area.

How to Use:
 * Fill out this checklist for each area you want to improve.
 * Use the insights gained to implement SMED principles.
 * Regularly review and update the checklist to maintain efficiency.

Join the SMED Revolution!