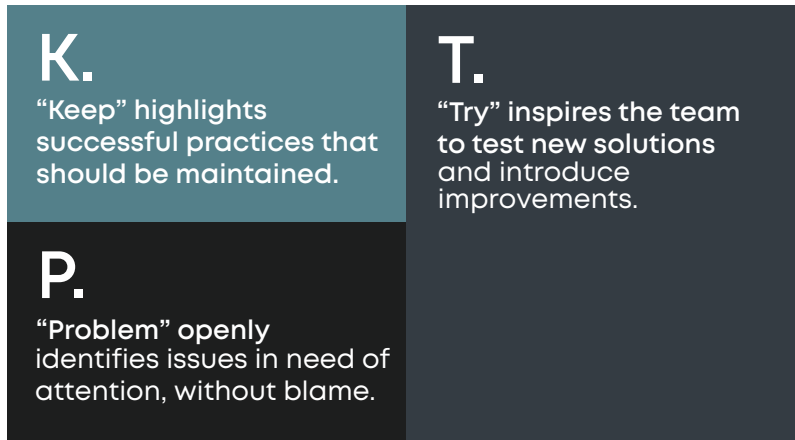


HOW TO USE THE INEDO KAIZEN KIT

INTRODUCING INEDO KAIZEN KIT

The Inedo Kaizen Kit is a hands-on tool that simplifies the KPT (Keep-Problem-Try) process, making it interactive and accessible through the use of sticky notes.



KPT is a practical approach rooted in Japanese business philosophy, focused on continuous improvement through small, actionable steps.

This method helps teams reflect on successes, tackle challenges, and explore ideas collaboratively, embodying "Kaizen" principles.

The method is divided into three core parts; K, P and T, as shown in the image.

HOW TO USE INEDO KAIZEN KIT FOR PROJECT RETROSPECTIVE

For a project retrospective, set up a whiteboard divided into three sections: "Keep," "Problem," and "Try." This simple layout keeps the session focused and organized.

01.

Start with "Keep Problems," asking team members to write down as many points as they can on large sticky notes, sharing successes and areas for improvement openly.

02.

Review the items together, tagging each note with smaller sticky notes to group similar ideas and highlight recurring themes.

03.

End with the "Try" section, focusing on five actionable steps for future improvement based on the feedback.

WHAT TAGS ARE GOOD FOR ORGANIZING?

At Inedo, we often pair this Kit with the Eisenhower Matrix, using a fifth color for "Ignore" for items outside our control or irrelevant. You can also adapt the kit for other things, like assigning responsibility, voting or tracking feedback.

Finding the right process for your team or project is important, and the Kaizen Kit and the Kaizen Kit works well with different needs. Let us know how you use it—we'd love to hear your feedback!

	Urgent	Not Urgent
Important	DO FIRST	SCHEDULE
Not Important	DELEGATE	AVOID