



Tools, materials and equipment are available – yet time is lost every day looking for them. Often it is only a few minutes per task. But added together, this causes unnecessary interruptions, queries and delays.

The cause usually lies not with employees, but with a lack of structure in the workplace.

01

Employees aren't the problem

When employees constantly have to ask:

- ▶ "Where is it?"
- ▶ "Who used it last?"
- ▶ "Is there any left?"

... there is often no clearly defined system. Even experienced teams work more slowly when processes are unclear. The more clearly workplaces are organised, the more smoothly day-to-day processes run.

02

Fixed locations save time

A fixed location for every tool and material ensures that items can be found quickly and put back immediately.

Key point: Every item has a fixed location. This works particularly well when:

- ▶ tools are arranged visibly
- ▶ materials are clearly labelled
- ▶ everything is put back immediately after use

The result:

- ▶ fewer queries
- ▶ fewer interruptions
- ▶ faster processes

Above all, everyone knows straight away where things belong.

03

Visibility beats storage space

More cabinets rarely solve the real problem. What matters is: **Can you see at a glance what is there – and what is missing?**

Open workstation systems, perforated panels or clearly marked areas make it easier to stay organised and help:

- ▶ identify contents more quickly
- ▶ spot missing parts immediately
- ▶ make work equipment easier to access

This means fewer interruptions to the workflow.

04

Simple rules work better day to day

Organisation systems must be easy to use in day-to-day operations.

Proven basic rules:

- ▶ Put items back immediately after use
- ▶ No temporary storage locations
- ▶ Clearly assign locations to tools and materials

The simpler the structure, the more consistently it is used.

05

Good organisation also helps new employees

A well-organised workplace not only helps experienced teams, but also makes onboarding easier.

New employees find their feet more quickly when:

- ▶ work equipment is clearly arranged
- ▶ storage locations are easy to identify
- ▶ processes remain easy to follow

This saves time and reduces everyday errors.



Conclusion

Clear structures in the workplace help reduce search times and make processes more efficient.

Even simple measures such as fixed locations, visible organisation systems and clear labelling can make everyday work much easier.

Suitable solutions for a more efficient workplace

- ▶ Workstation systems
- ▶ Perforated panel systems
- ▶ Tool trolleys
- ▶ Whiteboards & planning boards
- ▶ Safety signage
- ▶ Shadow boards
- ▶ LEAN labelling/visualisation systems