



Smart in sensing

LEAN SIGMA

NEWSLETTER

WIKAI INDIA

Edition : Vth 2025



Message from Mr. Gaurav Bawa (Sr. Vice President)

Greetings to all,

It gives me immense pride to present the fifth edition of the WIKAI India Lean Sigma Newsletter a celebration of our shared commitment to continuous improvement and innovation.

Lean Sigma continues to be the cornerstone of our success. With every Kaizens, we're not just solving problems we're building a culture of agility, ownership, and excellence across the organization. As we look ahead, we set our sights on an exciting and achievable goal: crossing ₹800 crore in value creation. This vision will be realized not by chance, but through the power of incremental improvements and bold thinking.

To support this journey, we are accelerating our Digitalization and Industry 4.0 roadmap & IIoT-driven connectivity. Let's continue to embrace Lean Sigma not only as a methodology but as a mindset one that thrives on curiosity, accountability, and innovation.

Together, We Are Re-Defining What Excellence Looks Like Step By Step Insight By Insight

Handwritten signature



Andreas Gumm

Head of Corporate Lean Sigma

This year, WIKAI India continues its Lean transformation with renewed passion. As we build on the foundation laid by Lean Sigma Team, every small improvement becomes a catalyst for larger change. Your participation is more than process optimization it's a commitment to innovation, teamwork, And a mindset that seeks to be better every day. Whether it's identifying inefficiencies or pioneering quick fixes, your insights shape our journey toward operational excellence.

Be A Part Of The Movement. Be The Reason for Change.



Gaganinder Singh

Head of Lean Sigma WIKAI India

Igniting Change with Every Kaizen:- At WIKAI India, our Lean journey is not just progressing it's accelerating. With Kaizen Events and Point Kaizens fueling our transformation, we're proving that, focused, actionable improvements leads to lasting impact.

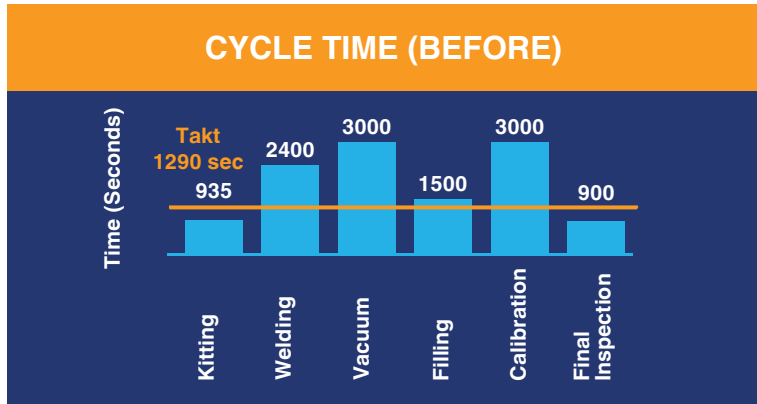
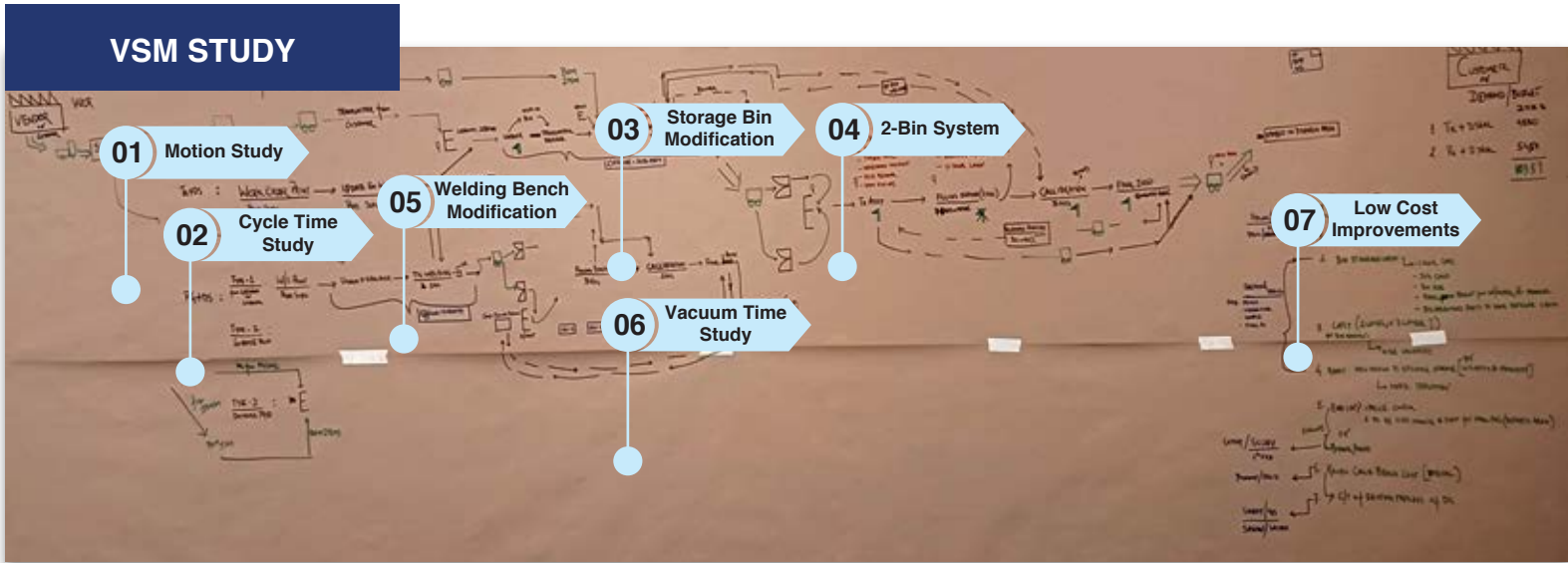
We're cultivating a culture where innovation flourishes, collaboration deepens, and progress becomes second nature.

Let's Lead It With Purpose.



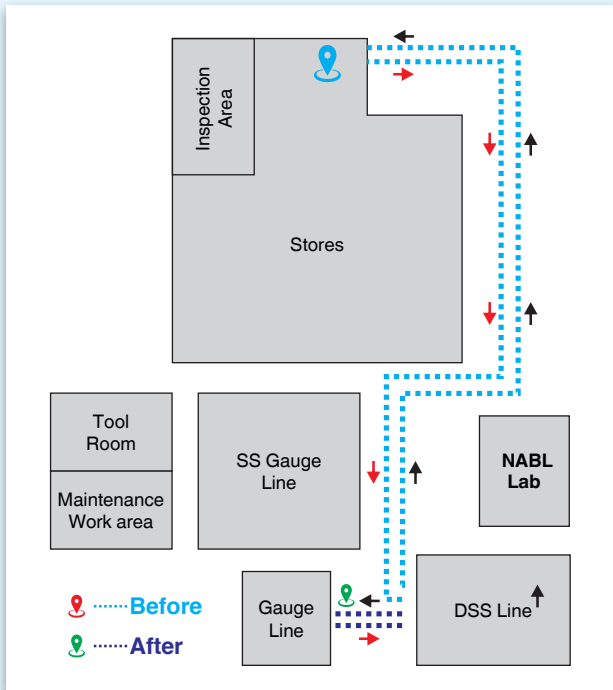
ABOUT KAIZEN EVENT

To increase production quantity from 11 to 20+ pcs per day for DSS - TX line (Direct Mount)





IMPROVEMENTS



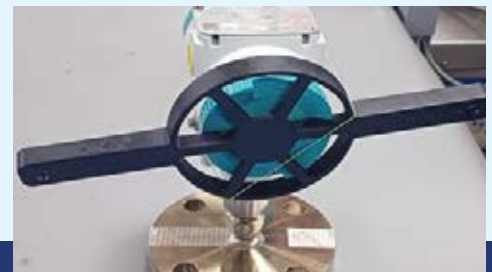
- Conducted spaghetti study for DSS line.
- Reduced motion by reducing number of steps by 106 Nos.
- Re-layout storage racks to store transmitters model wise & customer wise. Storage bins modification to store transmitter and accessories separately.
- Customer transmitter identification details on every bin and storage box. Reduced transmitter searching time from 16 minutes to 5 minutes.



Bin modification to store transmitter & accessories



Workbench modification for kitting implementation



Reduced process time by 50% through fixture implementation for transmitter opening process



Reduced process time by 70% through power wrench implementation for transmitter opening process



Welding fixture implemented for correct welding alignment

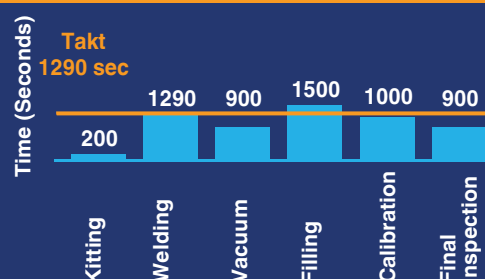


Achieved 80% reduction in vacuum process cycle time through fixture implementation and process standardization



5S Improvement

CYCLE TIME (AFTER)

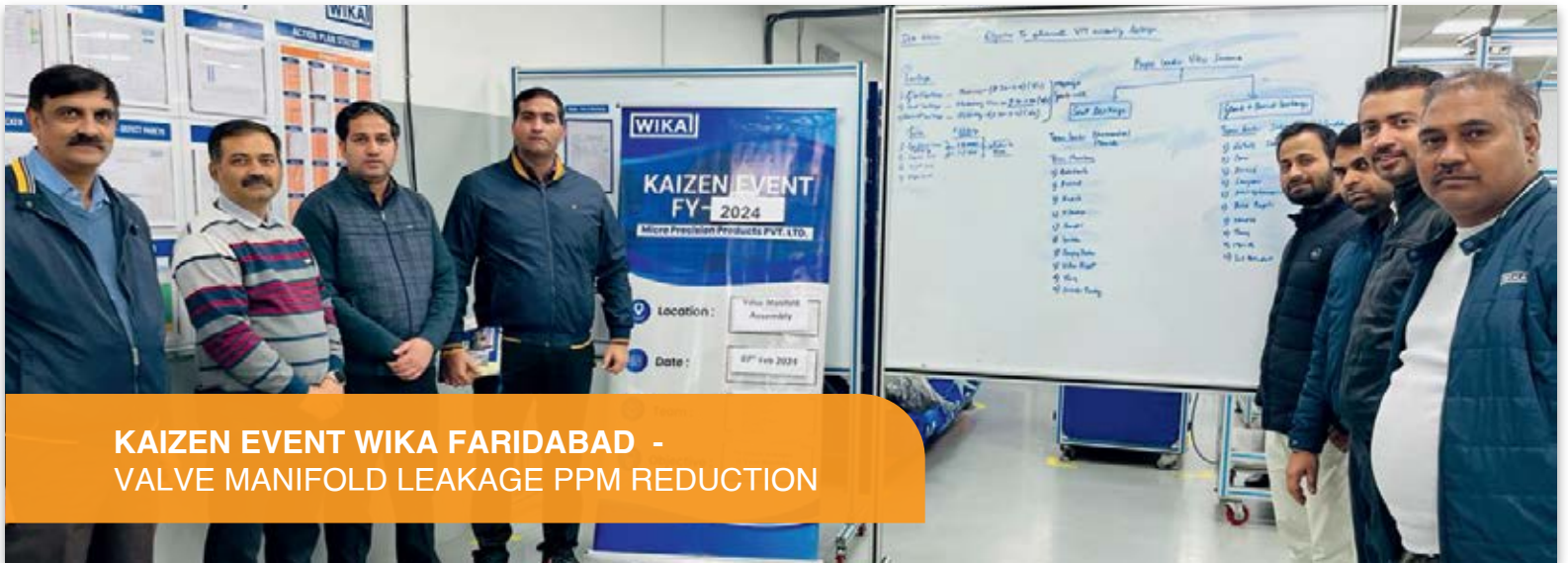


50.4%
Productivity





DEFINE

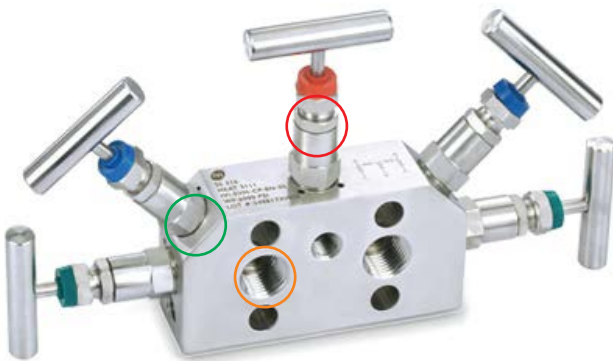


KAIZEN EVENT WIKI FARIDABAD - VALVE MANIFOLD LEAKAGE PPM REDUCTION



MEASURE

DEFECT MAP

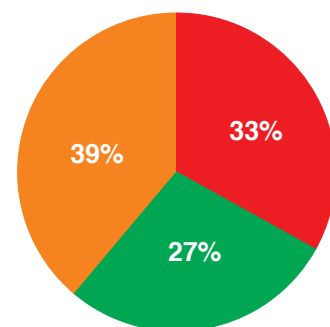


Gland leakage

Bonnet leakage

Seat leakage

DEFECT WISE LEAKAGE CONTRIBUTION FROM AUG'23 TO JAN'24



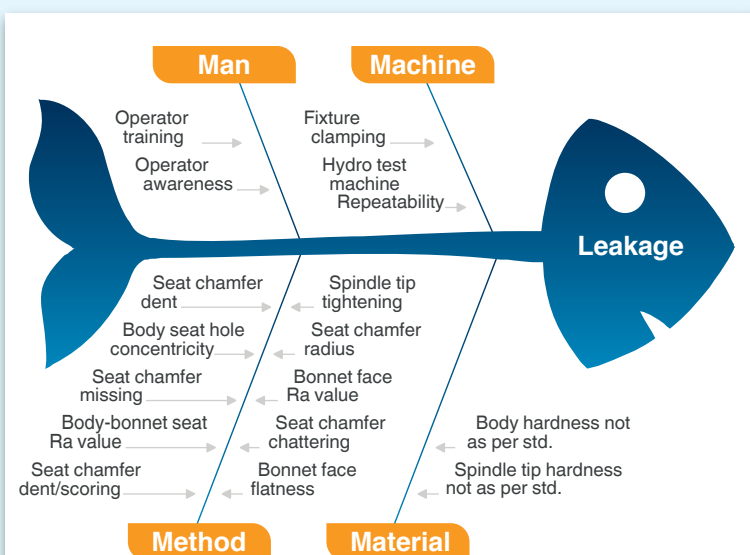
Gland leakage

Bonnet leakage

Seat leakage



ANALYZE



Fish Bone - Brain Storming Probable Causes

Operator training

No.	Probable Causes	RPN Rating
1	Operator training	12
2	Operator awareness	12
3	Fixture Clamping	16
4	Hydro test bench repeatability	12
5	Seat chamfer dent	8
6	Body seat hole concentricity	24
7	Seat chamfer missing	8
8	Body - Bonnet seat Ra value	24
9	Seat chamfer dent	12
10	Spindle tip dent	12
11	Seat chamfer radius	8
12	Bonnet face Ra value	20
13	Seat chamfer chattering	8
14	Bonnet face flatness	20
15	Bonnet/spindle tip hardness	8

15 nos
Probable Causes



4 nos
Potential Causes
(RPN >= 20)

RPN Rating - Probable to Potential Causes to Root Causes



Upgradation in measurement to check Ra value of bonnet face



Bonnet face flatness identified as CTQ parameter and measured using micro dial gauge

IMPROVEMENTS AT IQC :

- Plug Gauge Integration for Bonnet Concentricity Checks
- Implemented Concentricity Gauge to check alignment of Bonnet assemblies
- Quality inspection has been established to verify bonnet & child parts storage conditions upon receipt from suppliers



Before

Chamfer tool
- 3 mm

Reamer tool
- 4 mm



After

Combination
tool

IMPROVEMENTS AT MACHINING :

- Developed & Implemented a single combination tool to replace chamfer & reamer tools, ensuring improved machining process
- Upgraded measurement system to measure Ra value of body-bonnet sealing seats



DC Nutrunner implemented for better torque control



WII hydrotest bench for process standardization

IMPROVEMENTS AT ASSEMBLY :

- PTFE seal procured from Italy to ensure high quality sealing performance
- Stem-tip procured from WIKA Pune to ensure better quality

- Daily inspection controls established for IQC, machining & assembly
- Process controls implemented through SOPs
- Process adherence audits to ensure compliance

89%
Gland
leakage



59%
Bonnet
leakage



57%
Seat
leakage





KAIZEN EVENT KICKOFF

WIKA GHAZIABAD
KAIZEN EVENT

CURL LINE PRODUCTION RAMP-UP TO PRODUCE 5 MILLION IN 2024

★★★★★



OBJECTIVE OF KAIZEN EVENT

- Production Ramp-up
- Cost Reduction



Reduce Cost



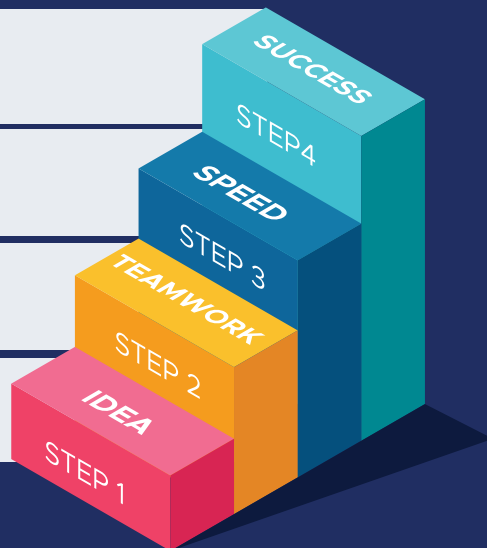
Production Ramp-up



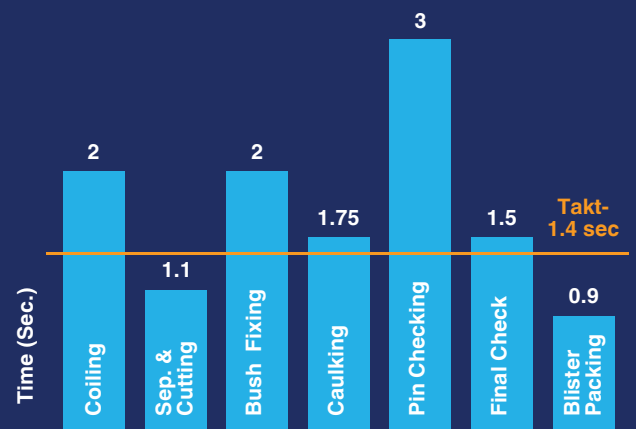
Re-Layout



Process Study



CYCLE TIME (BEFORE)



2 MILLION

2023

5 MILLION

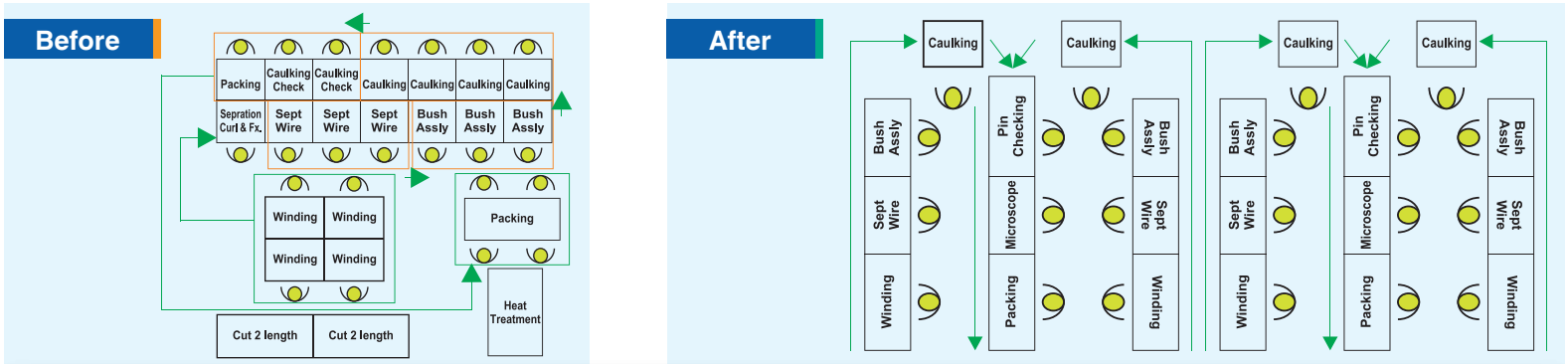
2024

10 MILLION

2025

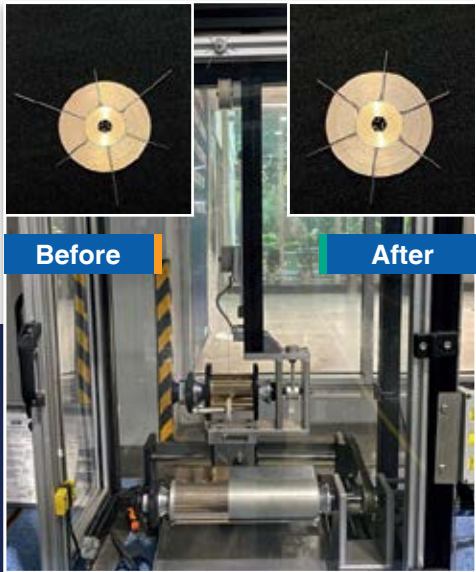


KAIZEN EVENT - CURL LINE PRODUCTION RAMP UP - NEW LAYOUT



FEATURES OF NEW LAYOUT :

- Balanced line
 - Continuous material flow
- WIP reduced
 - Manpower reduced by 3 nos
- Area saved – 140 Sqft
 - Lean principles implemented



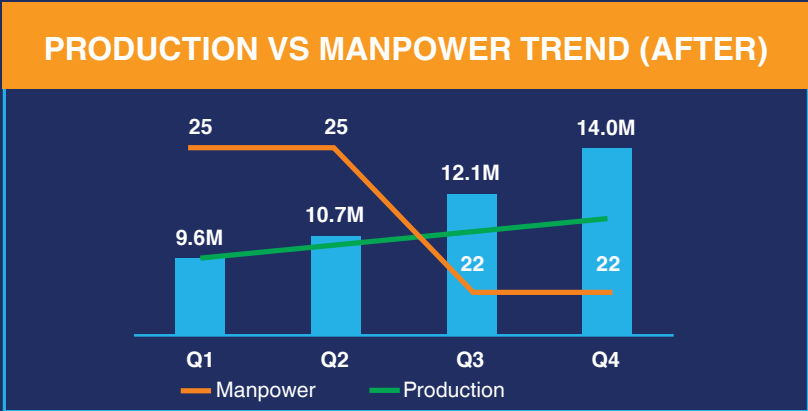
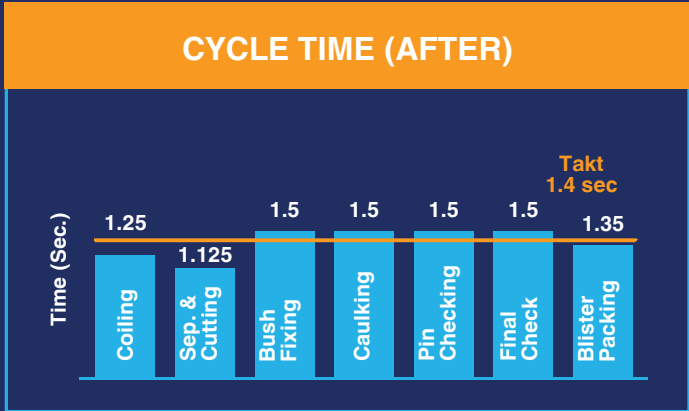
Standardized wire length by standardizing wire cutting blade size



Reduced cycle time by 37% by implementing PLC control system for rolling process



Reduced cycle time by 25% by implementing automated curl counting system



PROGRESS

52%
Productivity

-3
Manpower
Headcount

4.6M
Production
2024



ENERGY SAVING



ENERGY TEAM AT WIKA CHENNAI

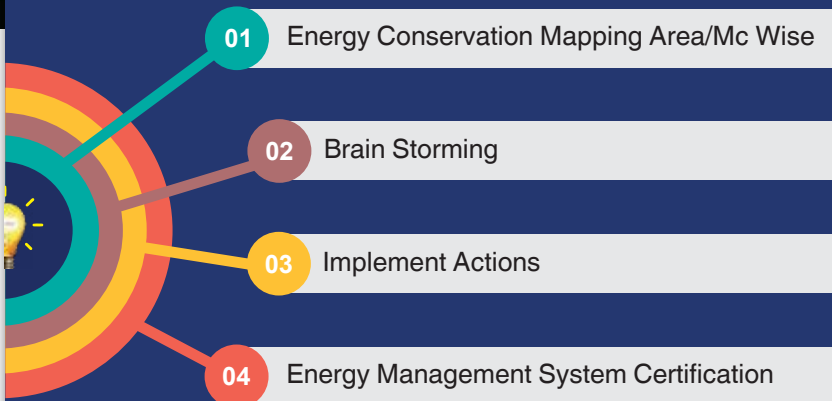
OBJECTIVE

Increase production value per KWH by 2% by reducing energy consumption

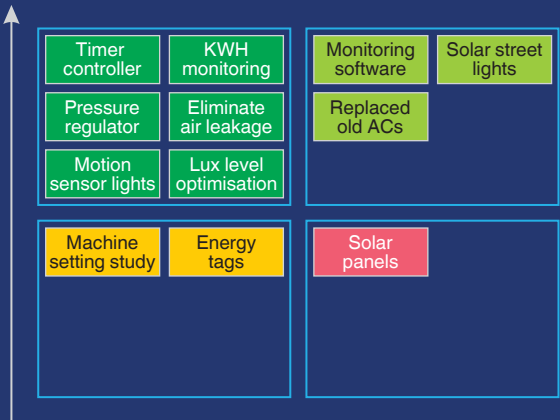
PRODUCTION VALUE/KWH

2024	1224 INR	▲ 2%
2023	1200 INR	

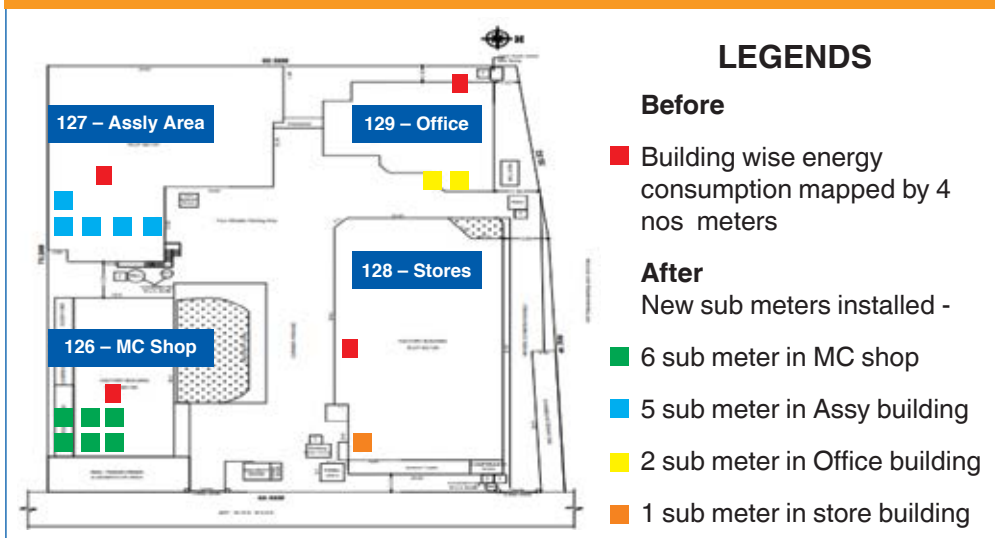
ROADMAP FOR KAIZEN EVENT



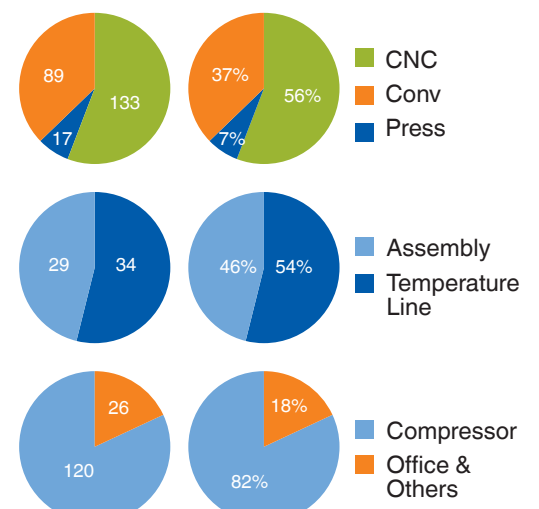
IMPACT VS DIFFICULTY MATRIX



ENERGY CONSUMPTION MAPPING



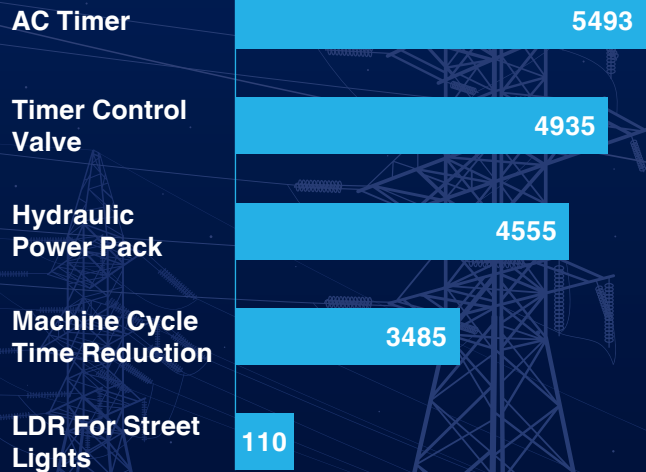
RATED LOAD MAPPING





IMPROVEMENTS

Energy Savings Per Year : KWH



Timer has been enabled in the machine controller to automatically switch off motors in the machine, if left idle for more than 5 mins.

ISO 50001: 2018 CERTIFIED



Implement auto timer controller switch.
Energy saving / Year : 5492 KWH

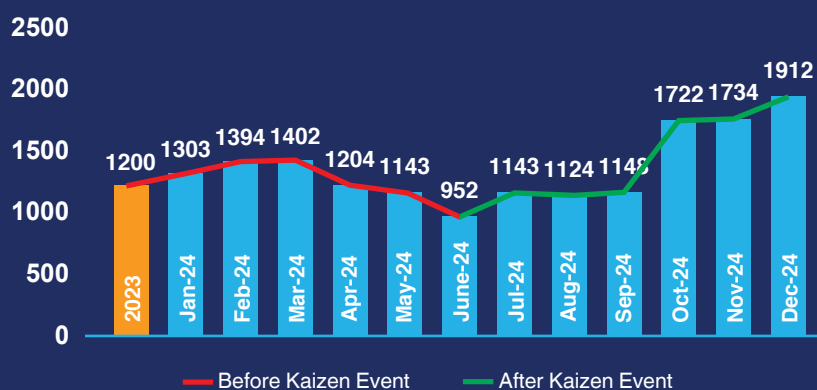


Reduced air pressure in HP line from 25 to 22 bar.
Energy saving / Year : 2111 KWH



ISO 50001:2018 certified by DQS GmbH

PRODUCTION VALUE/KWH (2023 VS 2024)



BENEFITS



21,836 KWH Saved



18650 Kg of CO₂ Emission Reduced



CO₂ Emission Reduced Equivalent To Planting 742 Trees



BEFORE



AFTER

PROBLEM / ISSUES

- High loading & unloading time of gauge cock on CNC lathe.
- Concentricity issues

BENEFITS

- *Loading & Unloading time reduced by 25%*
- *Eliminated concentricity issues*

KAIZEN

- Designed and implemented a specialized jaw fixture for a two-jaw chuck to accommodate gauge cock parts on a CNC lathe



BEFORE



AFTER

PROBLEM / ISSUES

- An operator is required to perform a manual pressing operation 2400 times per shift, which leads to excessive physical fatigue and productivity bottleneck

BENEFITS

- *Reduced operator fatigue*
- *Improved productivity by 9%*

KAIZEN

- Converted manual press to pneumatic press



BEFORE



AFTER

PROBLEM / ISSUES

- High leakage in GDMRC parts was caused by inconsistent diameters, attributed to the use of vernier calipers for dimensional checks

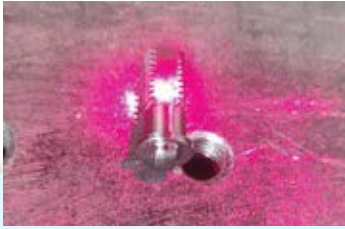
BENEFITS

- *Quality improvement*
- *Zero leakage*

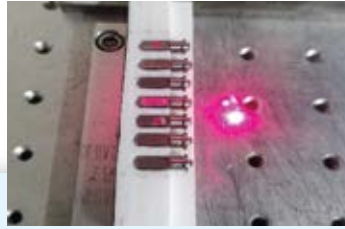
KAIZEN

- Diameter variation issues were eliminated by enhancing the inspection process through the implementation of an air gauge

TOTAL POINT KAIZEN IMPLEMENTED 59 NOS



BEFORE



AFTER

PROBLEM / ISSUES

- High setup time for laser marking leads to high cycle time (Part Name: 1/4" ball valve stem).
- Cycle time for laser marking of one part – 15 seconds

BENEFITS

- *Reduced cycle time of laser marking by 66%*
- *Achieved simultaneous laser marking of seven parts to enhance throughput*

KAIZEN

- Designed & implemented fixture for laser marking of 7 parts simultaneously



BEFORE



AFTER

PROBLEM / ISSUES

- Poor sealing quality of manifold packing leads to poor customer satisfaction.
- Manual sealing process results in non-uniform sealing & poor aesthetic quality

BENEFITS

- *Sealing Quality Improvement*
- *Improved aesthetics due to uniform sealing*

KAIZEN

- Implemented a sealing machine integrated with conveyor system & temperature control mechanism, resulting in high quality sealing of packing



BEFORE



AFTER

PROBLEM / ISSUES

- High X Ray Film drying time; approx. 2 hours
Only 10-15 nos of X ray film can be dried at a given time due to space constraints

BENEFITS

- *Reduced X ray film drying time from 2 hours to 20 minutes*
- *More than 50 nos X ray films can be dried at a single point of time*

KAIZEN

- Implementation of automatic X ray film dryer with auto timer switch & auto temperature cutoff



BEFORE



AFTER

PROBLEM / ISSUES

- The manual drilling/tapping machine was inefficient for high-volume production due to high cycle time

BENEFITS

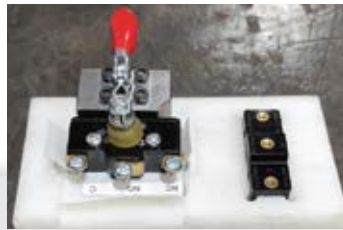
- *Cycle time reduction by 50%*
- *This machine speeds up production with multiple drills, quick loading/unloading, and less manual labor*

KAIZEN

- A customized semi-automatic drilling and tapping machine featuring multiple spindles and sliding part placement stations was developed and installed.



BEFORE



AFTER

PROBLEM / ISSUES

- High cycle time of 90 sec in micro switch assembly process.
- Manual handling of the part poses a safety risk due to potential slippage during holding.

BENEFITS

- *Injury risk was eliminated by removing the need for manual part handling*
- *Cycle time reduced by 50%*

KAIZEN

- Developed a new fixture to securely hold the parts, simplifying and speeding up the assembly process.



BEFORE



AFTER

PROBLEM / ISSUES

- Excessive wear and increased cycle time in locating the AFCG line pin gauge due to inadequate storage conditions

BENEFITS

- *Cycle time reduction by 80% in locating pin.*
- *Eliminated pin damage*

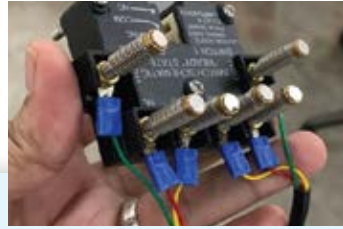
KAIZEN

- Enhanced pin storage standards by ensuring individual storage for each pin

TOTAL POINT KAIZEN IMPLEMENTED 82 NOS



BEFORE



AFTER

PROBLEM / ISSUES

- High cycle time for wire connection – 1 min 21 secs for HV testing.
- High cycle time for wire connection – 2 mins 42 secs for Calibration testing

BENEFITS

- *Cycle time for wire connections for HV testing & Calibration testing reduced by 95%*

KAIZEN

- Implemented a magnetic clip method for wire connections during HV testing and Calibration



BEFORE



AFTER

PROBLEM / ISSUES

- High setup time of 2 hours for Response time testing process
- Safety risk due to loose wiring connections

BENEFITS

- *Reduced cycle time by 90%*
- *Safety risk eliminated*

KAIZEN

- Modified the Response Time Testing Bench by creating a modular setup with integration of pressure gauges, switches & wire couplers.



BEFORE



AFTER

PROBLEM / ISSUES

- The existing fixture base used for assembling the switch housing is inadequate, as it fails to firmly secure both top and bottom components during the operation. This creates a safety risk and reduces productivity.

BENEFITS

- *Safety improvement.*
- *Reduced process cycle time by 25%*

KAIZEN

- Develop & install a fixture that securely holds both top and bottom components of switch to enable safe and efficient screw tightening.



COLLABORATION PROJECT NO. 1
WIKA FARIDABAD & WIKA GHAZIABAD

THE KAIZEN OVERFLOW PROBLEM

As WIKA's culture of continuous improvement grew stronger, the production floors at WIKA-FARIDABAD and WIKA-GHAZIABAD came alive with ideas and team contributions. However, this success brought a new challenge:

“Where do we display all these Point Kaizens?”

Existing Kaizen display boards were overcrowded, visually cluttered, and difficult to navigate. Valuable ideas were getting lost in the chaos, and managing the display became a task in itself.



Faridabad

DRIVING
THROUGH C
COLLAB

WIKA FARIDABAD & WIKA GHAZIABAD COLLABORATION

To address this space and visibility challenge, WIKA-FARIDABAD and WIKA-GHAZIABAD collaborated to develop an innovative solution. Together, they launched **Project Lean Cube** — a focused, inter-plant initiative that applied Lean principles to completely reimagine how Point Kaizens are displayed: clear, compact, and engaging.

PROJECT GOAL

To leverage inter-company collaboration and Lean thinking to design a Kaizen display that is space-efficient, visually appealing, and easy to manage — boosting employee involvement and continuous improvement visibility.

3

WIKA PUNE
Nos Lean Cube
Implemented

2

WIKA FARIDABAD
Nos Lean Cube
Implemented

2

WIKA GHAZIABAD
Nos Lean Cube
Implemented

2

WIKA CHENNAI
Nos Lean Cube
Implemented

WIKA FARIDABAD
OPPORTUNITY IDENTIFIED

NOV 24

WIKA GHAZIABAD -
SUPPLIER SELECTION

DEC 24

WIKA GH
PRODUC

JAN



THE LEAN CUBE SOLUTION

Lean Cube is a modular, mobile display unit crafted to optimize visibility and space on the shop floor. Designed with user-friendly features and Lean methodology, it transforms Kaizen displays into highly accessible visual hubs.

Ghaziabad

SYNERGY
ROSS-PLANT
ORATION



KEY FEATURES:

- 360° rotatable display
- Magnetic and whiteboard-compatible surface
- Standardized display format
- Compact, modular & mobile
- Promotes employee engagement

PRODUCT SPECIFICATIONS:

- Height: 1600 mm | Width: 510 mm
- Display Area: 1160 x 430 mm (magnetic)
- Structure: 30x30 mm aluminum profiles
- Branding: Customizable top & bottom panels

HAZIABAD -
CT DESIGN

N 25

WIKI FARIDABAD -
GRAPHICS DESIGN

MAR 25

WIKI IND - LEAN CUBE
IMPLEMENTATION

APR 25

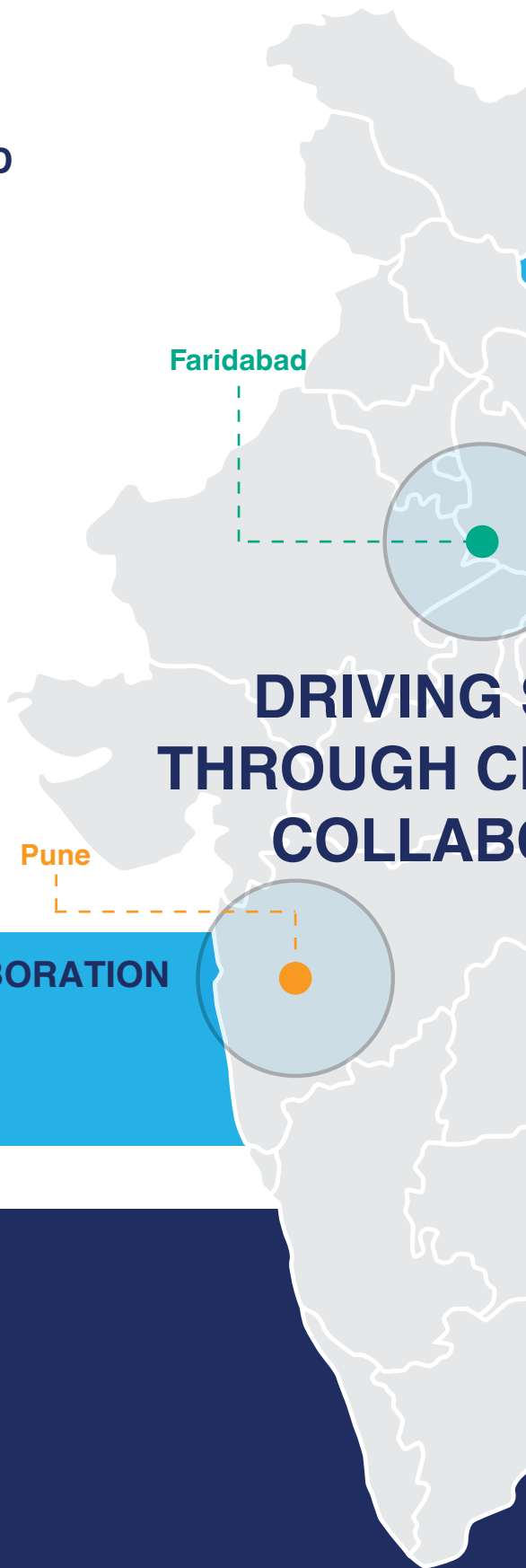


COLLABORATION PROJECT NO. 2
WIKA FARIDABAD & WIKA PUNE

MANUAL WELDING LIMITATIONS AT WIKA-FARIDABAD

WIKA-FARIDABAD faced recurring challenges with poor welding quality on swivel adapters due to limitations of the manual welding fixture.

The inconsistent finish impacted product aesthetics and reliability, highlighting the need for a robust solution.



Faridabad

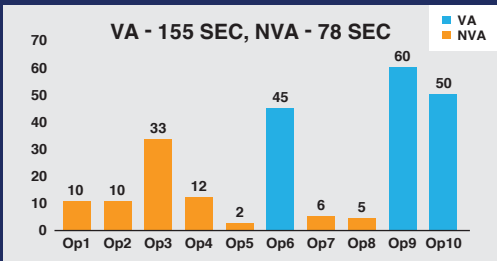
Pune

DRIVING S
THROUGH C
COLLABO

WIKA FARIDABAD & WIKA GHAZIABAD COLLABORATION

WIKA-PUNE had already developed a successful automated fixture that addressed the same issue. Recognizing the synergy, WIKA-FARIDABAD collaborated with the Pune team to replicate and adopt the solution — turning a local innovation into a company-wide best practice.

CYCLE TIME STUDY



KEY FEATURES:

- Auto rotary fixture with chuck
- Speed control
- Adjustable hand support
- Safety curtains

WIKA FARIDABAD
OPPORTUNITY IDENTIFIED

DEC 24

WIKA FARIDABAD -
CYCLE TIME STUDY

JAN 25

WIKA FARIDABAD -
SPAGHETTI CHART

JAN 25



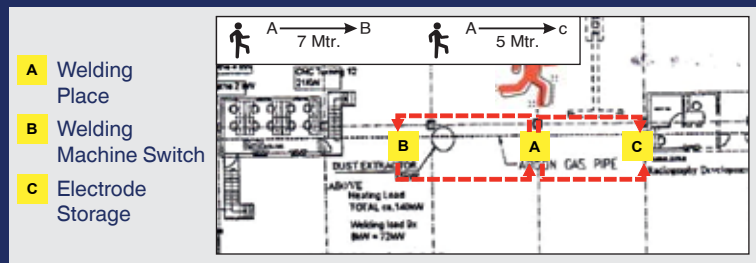
AUTOMATED WELDING FIXTURE –
ENGINEERED FOR CONSISTENCY

The automated fixture offers uniform clamping, precise positioning, and improved weld quality — significantly reducing rework and operator dependency.

SYNERGY
CROSS-PLANT
COLLABORATION



SPAGHETTI STUDY



BENEFITS:

- Reduced cycle time by 33%.
- Reduced distance travel by 100%.
- Quality improvement.

FARIDABAD -
SPAGHETTI STUDY

APR 25

WIKI PUNE - EQUIPMENT
MANUFACTURED

FEB 25

WIKI FARIDABAD -
EQUIPMENT INSTALLED

MAR 25



KAIZEN EVENT WINNERS - 2024



At the heart of every successful organization are individuals whose passion, perseverance, and pursuit of excellence drive progress and inspire others.

In this edition, we proudly recognize those who have gone above and beyond in their roles—setting benchmarks, embodying our values, and making a meaningful impact through their work.

Congratulations to all the winners for their remarkable achievements.



Kaizen Event: RT – Inhouse Infrastructure **KPO:** Tanuj Kumar Sharma
Location: WIKI FARIDABAD **Leader:** Gagandeer Singh

Members: Maneesh Kumar Singh, Pankaj Kumar, Manjeet Singh Rana, Sanjeev Kumar, Muneeb Ahmed, Shri Krishna, Prakash Kumar Jha, Tanuj Kumar Sharma



Kaizen Event: DSS – Productivity Improvement **KPO:** Sachin Pawar
Location: WIKI PUNE **Leader:** Satish Dhawale

Members: Satish Dhawale, Sachin Pawar, Sujay Ganpule, Savant Kumbhar, Nakul Hargude, Prashant Ambekar, Pravin Deshmukh, Vishal Galgale, Manoj Kadam, Keshav Pandhare, Prakash Dapkekar



Kaizen Event: CURL LINE – Production Ramp Up **KPO:** Shalini Gupta
Location: WIKI GHAZIABAD **Leader:** Prince Saini

Members: Vikas Koundal, Govind Kumar, Himanshu Sharma, Mohit Sirohi, Atul Chaudhary, K Saravanan, Mukesh Kumar, Dileep Kumar Raghav

HALL OF FAME





REWARDS AND RECOGNITION



1ST PRIZE – BI-METAL LINE PRODUCTIVITY IMPROVEMENT

MEMBERS - Pankaj, Atul, Sarvanan, Anand Priyanshu, Shivam



2ND PRIZE – PRESSURE GAUGE LINE PRODUCTIVITY IMPROVEMENT

MEMBERS - Sanjay Misal, Ganesh Sule, Sachin Sataw, Vikas W, Narayan Hargude, Prakash Rajput, Ganesh Bhapkar, Ganesh Balkhine, Tushar H, Pravin Deshmukh, Kaustubh S, Vinayak Mulik, Sunil C



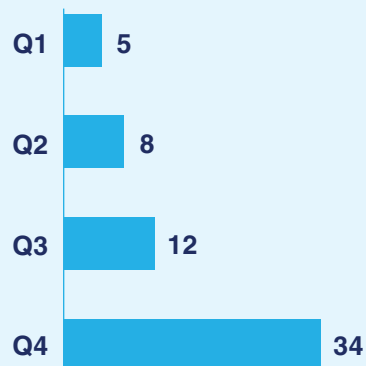
3RD PRIZE – PSM-630 PRODUCTIVITY IMPROVEMENT

MEMBERS - Vikas Koundal, Gaurav Sharma, Dheerendra Kr, Prince, Sachin, Rohit Rath, Rohit Sagar, Deepak



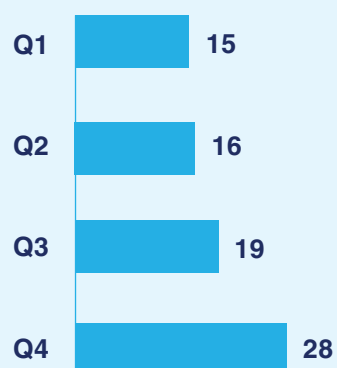
POINT KAIZEN WINNERS WIKI PUNE - 2024

QUARTER WISE POINT KAIZEN IMPLEMENTATION



POINT KAIZEN WINNERS WIKI FARIDABAD - 2024

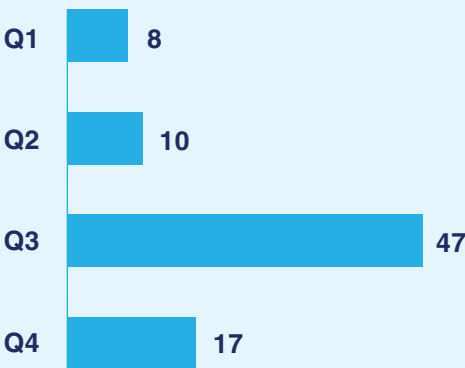
QUARTER WISE POINT KAIZEN IMPLEMENTATION





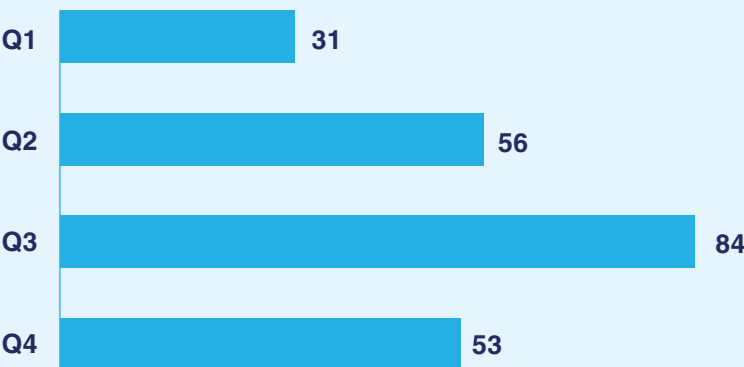
POINT KAIZEN WINNERS WIKA GHAZIABAD - 2024

QUARTER WISE POINT KAIZEN IMPLEMENTATION



POINT KAIZEN WINNERS WIKA CHENNAI - 2024

QUARTER WISE POINT KAIZEN IMPLEMENTATION



Testimonials

"Delivering Excellence by Work & by Words"

“

Anushka Sharma
Head of HR
WIKI India



Kudos to the team for the continued evolution of the Kaizen function. We're seeing: Improved standardization, Stronger KPO involvement with Better visibility and Integration across processes. Your efforts are driving a culture of continuous improvement. Let's keep building on this momentum!

“

Hemant Sarnot
Head of Operations
WIKI Pune



I appreciate the way the kaizen team analyzed the production processes and identified opportunities for improvement. Your data driven approach is a great example of how we can use data to drive decision making. The kaizen team's achievements are a testament to the power of team work & continuous improvement. Congratulations on a job well done.

“

Ganesh Gaikwad
Production
WIKI Pune



एक महत्वाचा मुद्दा म्हणजे विशिष्ट साधनांचा प्रभावीपणे वापर कसा करायचा हे शिकणे, ज्यामुळे आमच्या कामाची गुणवत्ता खूप वाढली

One of the key takeaways was learning how to use specific tools effectively, which has greatly enhanced the quality of our work. These improvements have made our daily tasks more streamlined and productive.

“

Dipak Kumar
Production
WIKI Ghaziabad



आबिरिल वेल्डिंग स्टेशन पर ग्राइंड और प्रयुक्त इलेक्ट्रोड को रखने के लिए स्थिर और विभाजित स्थान बनाया गया है जिसके कारन मिश्रण की समस्या पूरी तरह से दूर हो गयी, इसमें पारदर्शी कवर लगाया गया है जोकि सुरक्षित होने के साथ साथ बहुत आकर्षक भी लगता है.

The Abiril welding station includes designated areas for grinding and used electrodes, effectively preventing mix-ups. It also features a transparent cover for safety and good aesthetics.

“

Ravi
Production
WIKI Faridabad



काईजन का मतलब है, आपका एक छोटा सा कदम बड़ी सफलता दिलाता है. मैंने भी एक ऐसा काईजन किया जिससे समय की बचत हुई. मुझे इसके लिए अवार्ड भी मिला. उस अवार्ड को मैंने अपने दोस्तों से शेयर किया तो उन्होंने भी काईजेन में भागीदारी की इच्छा दिखाई.

Kaizen means – A small step towards success. I implemented a Kaizen that helped save time in our process, and I was honored with an award for it. When I shared my achievement with friends, they also want to contribute their own Kaizen ideas.

“

Meena N
Production
WIKI Chennai



எளிமடைப்படுத்தப்பட்ட அளவுத்திரத்தம்: பல்திறன் பஞ்ச்சு, மாஸ்டர் அளவடை மாற்ற வண்டிய அவசியமின்றி பல்வகை வரம்புகளில் அளவுத்திரத்தத்தை எளிதாக்கிறது. WATER பம்பு பயன்பாடு: இடமாற்றம் தவையில்லாமல்

The multi-skill calibration bench allows us to handle all ranges without the need to interchange master gauges. For high-pressure calibration, the integrated mercury pump is highly useful—eliminating the need to relocate. Even negative pressure readings are easily visible on this bench.

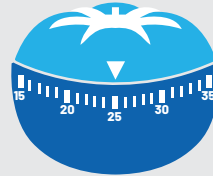
Take back your time

12 Techniques to Master Your Minutes

TIMEBOXING

1. Divide the day into block of time	8 am - 11 am	Deep Work
2. Assign each block a specific task	11 am - 11:30 am	Quick Tasks
3. Do nothing else during that block	11:30 am - 12:30 pm	Break
	12:30 pm - 2 pm	High-Priority Tasks
	2 pm - 4 pm	Collaboration Time

POMODORO TECHNIQUE



1. Decide on task.
2. Set timer (25 mins)
3. Stop when the timer goes off
4. Take a 5-min Break

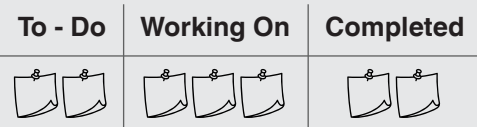
2-MINUTE RULE



If a task takes less than 2 minutes, do it immediately.

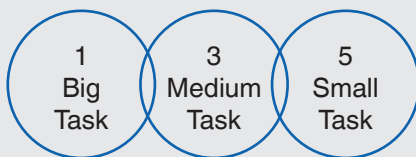
KANBAN BOARD

Categorize task visually to see progress



1-3-5 RULE

When planning your day



EAT THE FROG

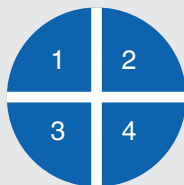


Do your most challenging task first thing in the day.



FLOWTIME TECHNIQUE

Work until you lose focus (no set timer)



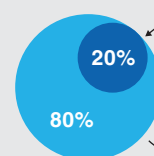
Note time spent (your natural flowtime)

Take a short break. (5-10 Mins)

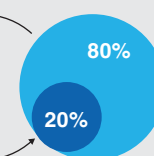
Adjust future sessions to your flowtime

80 /20 RULE

Efforts



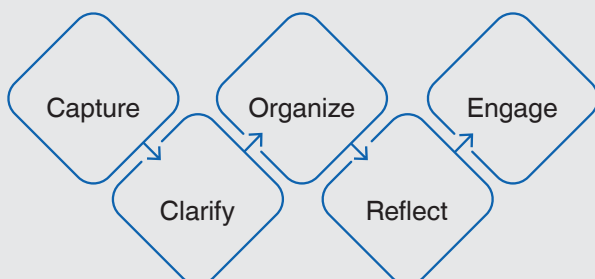
Results



Focus on the vital 20% - your focus

Eliminate or reduce the trivial 80%

GETTING THINGS DONE (GTD)



WARREN BUFFETT'S 25/5 RULE

list top 25 goals or initiatives

Focus only the top 5

Prioritize them by importance

Ignore all the others entirely

EISENHOWER MATRIX

Urgent, Important
DO



Not Urgent | Important
SCHEDULE

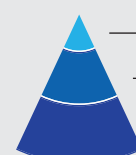
Urgent | Not Important
DELEGATE



Not Urgent, Not Important
DELETE



TASK BATCHING



→ Group similar tasks.

→ Schedule them together

→ Work on them in one session



Soloman Francis
16+ Years of experience

AUTO CAD, Lean Expert, Production Planning and Manufacturing, Customer Relation Management, TQM, Process analyst



Shalini Gupta
12+ Years of experience

Low-Cost Automation, Training & Development, TQM, Minitab, AutoCAD, SolidWorks, ISO:9001/14001/45001



Tanuj Kr. Sharma
10+ Years of experience

New Product Conceptualization, Lean Six Sigma, TQM, Supplier Development, Product Costing, Training & Development



Sachin Pawar
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Smart in sensing