

# Kaizen!

## Breaking tasks down into small, incremental steps.

The Kaizen method is a Japanese management concept for incremental (gradual, continuous) change (improvement); breaking tasks into small, manageable steps.

Kaizen is also a way of life philosophy based on making little changes on a regular basis. Kaizen is about finding new, creative and effective ways to improve one's life...from tackling the mundane to managing our stress, to attaining our life vision.

## Kaizen In Practice - Tasks

What are tasks that you have that overwhelm you and/or your time? And how can you apply kaizen? What small, manageable steps can you take to manage the task?

### Task

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### Kaizen action

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**Task**

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**Kaizen action**

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**Task**

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**Kaizen action**

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# Kaizen In Practice – Stress

From the “Know Your Stress Triggers” sheet, how can you apply kaizen to those stress scenarios? What small, manageable steps can you take towards a healthier, more balanced lifestyle?

**Stress indicator**

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**Kaizen action**

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**Stress indicator**

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**Kaizen action**

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**Stress indicator**

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**Kaizen action**

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