

## **Where's the Waste Campaign Tools and Resources Pack**

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### **Resource 1: Email template for managers – invite your team to participate**

**Subject: Join the "Where's the Waste?" Campaign!**

Dear Team,

I'm excited to share that ELFT has launched the **"Where's the Waste?"** campaign as part of our Financial Viability Programme. This initiative is all about identifying inefficiencies in our daily work and finding ways to improve how we operate.

I encourage each of you to think about any areas where we can save time, resources, or money.

You can submit your ideas easily via this MS Forms: XXXXX

You can also visit the **'Where's the Waste?' intranet page** for further information and to read about updates to previous projects and initiatives that have been raised.

No idea is too small! Your contributions are vital to making ELFT more efficient and sustainable.

Best regards,  
[Your Name]

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### **Resource 2: Talking points for team meetings**

The 'Where's the Waste?' campaign is our chance to identify wasteful processes and suggest improvements. Every small change adds up and can make a significant difference.

You can submit your ideas either through the MS forms link on the intranet. I encourage everyone to think about what might be wasting time or resources in our work and share your thoughts.

There is a dedicated 'Where's the waste' intranet page that features resources, guides and updates on previous initiatives that have been raised, where we're currently at and progress that has been made.

Remember, all ideas are welcome! The smallest change can have a big impact on both financial savings and how efficiently we work.

If we identify waste and make improvements, we'll make sure to highlight those successes so that others can be inspired by what we've achieved together.

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### **Resource 3: Submission process**

Visit the 'Where's the waste' intranet page for an introduction to the campaign and to see what initiatives have previously been shared.

Visit the MS Forms link and complete the simple form.

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