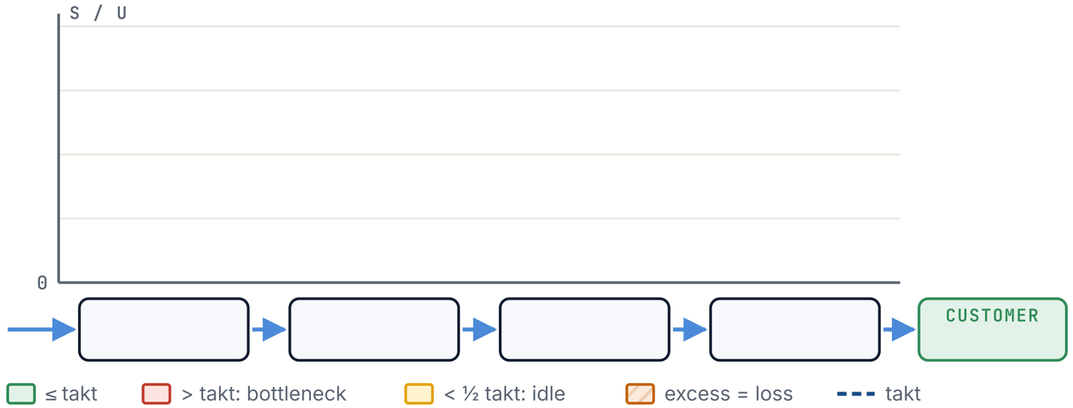
TAKT WORKSHEET · CONCLUSION

AREA	DATE	SHIFT	SHEET
PREPARED BY	CHECKED BY	METHOD	UNIT

1 CYCLE VS. TAKT BY STATION



2 TAKT CALCULATION

METRIC	FORMULA	VALUES	TARGET	RESULT
AVAILABLE TIME	Shift – planned breaks		—	
DEMAND	Units ordered per day · dated source		—	
TAKT	Available time ÷ demand		—	
CAPACITY	Available time ÷ bottleneck cycle		≥ demand	
MIN. STATIONS	Σ cycles ÷ takt, round up		≤ current	

3 MEASURED CYCLE & FLAGS

STATION	CYCLE (C)	C - TAKT	C ÷ TAKT	FLAG
Σ cycles			→ min. stations (2)	

4 HOW IT WAS TIMED

- [ ] Ten cycles per station, median
- [ ] Actual work + waits
- [ ] Timed, not catalog speed

Timed: _____

Fast ≠ right speed. Not a one-off “good” run.

5 RESULT AND ACTION

Bottleneck = _____

ACTION · REBALANCE BEFORE YOU BUY