

Paper Clutter Quiz

Purpose of tool: To help people deal with the amount of paper they typically have in their workspace

Outcome of tool use: Decisions on how to manage paper more effectively with an action plan for doing this.

How to use the tool: This tool can be used in various ways. For a group discussion on how a team collectively manages paper and documents that they collectively work on. It can also be used by individuals to help them decide how to organize their own workspaces more effectively.

Decisions about paper

1. How do you make individual and group decisions of what hardcopy to keep and what's safe to toss?
2. Do you know what the organization's record keeping requirements really are for your area of work?
3. Do you know what hardcopy documents you should keep in a locked or secure area?
4. How do you make individual and group decisions of what softcopy to keep and what to discard?

Ways of organizing paper

5. Have you got a system to easily sort through your individual and workgroup hardcopy paper clutter?
6. Have you got a system to easily sort through your individual and workgroup softcopy paper clutter?
7. Have you got a system for identifying what needs to be kept by you and what can be kept in one copy (hard or soft copy) centrally?
8. Have you got an individual and group system for managing and organizing your documents once they're sorted?

Effectiveness of organizing

9. How effective is your hardcopy (individual and workgroup) filing system?
10. How effective is your softcopy (individual and workgroup) filing system?
11. Have you got an individual and workgroups system for keeping up with your filing and document organization?

Clutter truth: own up!

12. How many hours of work do you have piled on your desk/in your workspace?
13. How much time you waste each week looking for stuff on your desk/in your workspace?
14. How many documents did you lose or misfile last week/month/year?
15. What do you do with any article, magazine, or memo you have read?
16. If you keep articles you have read can you find them easily if needed?

Adapted from: OverHall Consulting P.O. Box 263, Port Republic, MD 20676,