

### Productive Environment Scorecard™ for Organizations

Read the statements on the left and right side of each row then circle or mark the number that most closely approximates your **organization's** current state.

1	We waste lots of time looking for papers and files.	1	2	3	4	5	6	7	8	9	10	We waste very little time looking for papers and files.
2	We waste a lot of time looking for electronic files.	1	2	3	4	5	6	7	8	9	10	We waste very little time looking for electronic files.
3	We waste a lot of time on email	1	2	3	4	5	6	7	8	9	10	We waste very little time on email
4	I am not confident we could find information that is legally required.	1	2	3	4	5	6	7	8	9	10	I am totally confident we could find information that is legally required.
5	We often recreate information that already exists.	1	2	3	4	5	6	7	8	9	10	We are always able to find and use existing information.
6	If someone is out of their office, other people cannot find what they need.	1	2	3	4	5	6	7	8	9	10	If someone is out of their office, other people can still find what they need.
7	We don't have standard operating procedures.	1	2	3	4	5	6	7	8	9	10	We have standard operating procedures which are used.
8	We lack adequate space in our office.	1	2	3	4	5	6	7	8	9	10	We have plenty of space in our office.
9	We do not have a library for sharing resources.	1	2	3	4	5	6	7	8	9	10	We do have a well-managed library for sharing resources.
10	We do not have a records retention policy.	1	2	3	4	5	6	7	8	9	10	We do have a records retention policy.
11	Our staff does not use a consistent filing system.	1	2	3	4	5	6	7	8	9	10	All of our staff use the same filing system.
12	We do not train new hires on managing information.	1	2	3	4	5	6	7	8	9	10	We do train new hires on managing information.
13	We do not have a system for managing projects.	1	2	3	4	5	6	7	8	9	10	We have a good system for managing projects.
14	Our organization does not operate as efficiently and effectively as it could.	1	2	3	4	5	6	7	8	9	10	Our organization operates efficiently and effectively.
15	Our organization does not reflect the quality of our products/services.	1	2	3	4	5	6	7	8	9	10	Our organization reflects the quality of our products/services.
	<i>Total each column here; add up this row for total score.</i>											<b>OUR SCORE:</b> _____

The one thing that would make the **biggest** difference in the quality of our work regarding organizing is:

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If your score is:	135-150	Congratulations! Your group is well-organized!!
	77-134	You are on the right track, but there is room for improvement.
	47-76	Disaster could be ahead if changes are not made soon!
	15-46	Get help immediately!

**Contact Finding What Works! with this scorecard for a FREE consultation**

Email: [info@FindingWhatWorks.com](mailto:info@FindingWhatWorks.com) Phone: 678-409-2297 Fax: 302-341-1222

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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***Regain control of your space, papers, computer, time***