

## Productive Environment Scorecard™ for Organizations

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

1	We waste a lot 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 the information that is legally required.	1	2	3	4	5	6	7	8	9	10	I am totally confident we can find any information that is legally required.
5	We often recreate information that 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 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 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 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 uses 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 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; add the numbers in this row for total score.</i>											<b>OUR SCORE:</b> _____

The one thing that would make the biggest difference in our organization with respect to organizing is:

\_\_\_\_\_.

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

**Send us this scorecard for a FREE consultation.** Email: [Info@OfficeOrganizers.com](mailto:Info@OfficeOrganizers.com); Fax: 281.652.5701

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

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