

Productive Environment Scorecard™ for Organizations

1	We waste lots of time looking for papers, files, and physical resources.	1	2	3	4	5	6	7	8	9	10	We waste little time looking for papers, files, or physical resources.
2	We waste lots of time looking for electronic files & information.	1	2	3	4	5	6	7	8	9	10	We waste little time looking for electronic files & information.
3	We waste lots of time processing & tracking email-communication.	1	2	3	4	5	6	7	8	9	10	We waste little time processing & tracking email- communication.
4	We would have trouble finding information legally required.	1	2	3	4	5	6	7	8	9	10	We would have no trouble finding information that is legally required.
5	We often re-create information that we know already exists.	1	2	3	4	5	6	7	8	9	10	We readily access and use existing information.
6	If someone is out of their office, coworkers cannot find what they need.	1	2	3	4	5	6	7	8	9	10	If someone is out of their office, coworkers can readily find what they need.
7	We have no implemented standard operating procedure.	1	2	3	4	5	6	7	8	9	10	Our operating procedures are standardized and current.
8	The space in our office is inadequate.	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	Our records retention policy is clearly established & operative.
11	Our staff does not use a consistent filing system.	1	2	3	4	5	6	7	8	9	10	Our staff effectively uses a mutually understood filing system.
12	New hires receive little training on managing company information.	1	2	3	4	5	6	7	8	9	10	New hires are well trained on managing company information.
13	We do not have a system for managing projects.	1	2	3	4	5	6	7	8	9	10	We have an excellent 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 organizational systems do not reflect the quality of our products/services.	1	2	3	4	5	6	7	8	9	10	Our organizational systems reflect the quality of our products and services.
	Total each column here; add the numbers in this row for total score:											MY SCORE: _____*

135-150 Congratulations! You are well organized!

77-134 You are on the right track; there are areas where you can experience improvement.

47-76 Your business/career is being impacted by lack of organization

15-46 Get help immediately!

The one thing that would make the biggest difference in the quality of my life regarding productivity is:

_____.

E-mail us this Scorecard for a complimentary 30-minute consultation: [Simplified LLC](http://www.simplified.com)

Name: _____

Email: _____

Phone: _____