



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 paper and physical resources.	1	2	3	4	5	6	7	8	9	10	We waste very little time looking for paper and physical resources.
2	We cannot always find information that is legally required.	1	2	3	4	5	6	7	8	9	10	We are always able to find information that is legally required.
3	Our staff does not use a consistent filing system.	1	2	3	4	5	6	7	8	9	10	All our staff uses the same filing system.
4	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.
5	We do not have a well-managed library for sharing resources.	1	2	3	4	5	6	7	8	9	10	We do have a well-managed library for sharing resources.
6	We do not have a records retention policy that allows for easy purging of paper and electronic files.	1	2	3	4	5	6	7	8	9	10	We do have a records retention policy that allows for easy purging of paper and electronic files.
7	We have not identified what should be kept for historical purposes.	1	2	3	4	5	6	7	8	9	10	We have identified what should be kept for historical purposes.
8	New hires receive no training on managing company information.	1	2	3	4	5	6	7	8	9	10	We do train new hires on managing company information.
9	We do not have a good system for managing work in progress.	1	2	3	4	5	6	7	8	9	10	We have a good system for managing work in progress.
10	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.
11	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>											OUR SCORE: _____

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

If your score is:	90-110	Congratulations! You are definitely an industry leader!
	60-89	You're on the right track, but there's room for improvement.
	21-59	Lots of ways to improve productivity and reduce stress.
	11-20	You can get dramatic improvement very quickly!

SEND TO: andrea@andersonproductivitysolutions.com OR fax: 1-866.657.9751

Your Name: _____ Phone: _____ Email: _____