



# GIVE YOUR WORKPLACE A CHECKUP

Look back over the list “Portrait of a Well-Organized Workplace,” and assess the current state of your workplace for each item. Use this scale:

- A** The statement is very true of your workplace.
- B** It’s mostly true.
- C** It’s somewhat true, in some areas.
- D** It’s barely true, or not true at all.

If you got some As and Bs, congratulations! If not, you’re taking a first step.

Browsing back through your answers, identify two or three items as medium-term goals, things you think you can achieve over the next year and want to focus on. Jot down specific steps you’ll need to take to move toward these goals.

**Goal for this year:**

**Steps:**

**Another goal for this year:**

**Steps:**

Also pick out a couple of items as longer-term goals, things that might describe your workplace a few years down the line if you keep organizing. Jot down some intermediate steps you’ll need to take to move toward those goals.

**Long-term goal:**

**Steps:**

**Another long-term goal:**

**Steps:**

