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: