

Work Space Inventory Checklist

Use the following worksheet to evaluate your personal work space environment. Although this document will not scientifically ensure improved productivity, it will provide an avenue to assess the manner in which you utilize your work space.

DIRECTIONS: Using uninterrupted time in your work space, evaluate each question below and respond "Yes" or "No." If you answer "No" for any question, complete the "Action Required" area to address the situation (including a timeframe to accomplish this task), as needed.

Category:	Yes or No Response:	Action Required (including timeframe):
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Does the work space allow for 24"-36" of space between the computer monitor and the user's eyes?

Is there at least a 30"x 30" area of clear/clean work space on your desk to work on projects?

Are all stacks of files or paperwork less than 3"?

Are all items on desk (excluding personal effects) used at least once a week?

Are there any items you use more than once a day that are not within your immediate reach?

When you walk into your office is there a clear path to all work areas, seats, and storage areas?

When you look into your office does it look organized?

Filing System: PAPER

Do you have a clear organization system for your paper files that an outsider could understand?

Do you USE a clear organization system for all paper files?

Are all documents that you have not used in the past seven days currently filed?

Are all confidential documents that you are not going to use today currently in a secured location?

Are all files clearly labeled?

Filing System: ELECTRONIC

Do all "folders" have less than seven other "folders" in them?

Are there no more than 20 documents loose within each folder (i.e. if you have more than 20 documents you should be able to gather them into another folder)?

Are all "folders" clearly labeled?

If your computer has sensitive data, do all "folders" with sensitive data/information have the appropriate security to ensure no unauthorized individuals could view them?

If your computer has sensitive data, does your computer have a screensaver with password protection that comes up if the computer is not used within 5-10 minutes?

Have all documents that have not been used in the past year been duplicated, archived, and removed or placed in an archived drive to not interfere with current data?

Have all duplicate/unused documents been deleted?