

Module 1 Checklist

Back @ the Desk

Objectives

- Complete your overarching objectives for PEP, as well as any specific efficiency objectives on page 6 in your PEP Manual.

Role Map

- Finish your role map on page 14 and use this to help plan how you will start re-organising your workspace.

Paper

- Obtain the necessary supplies.
- Refine, revise or set-up and label working containers and trays.
- Purge and prune all paper-based current work and store in appropriate places *.
- Purge and prune all paper-based reference materials and store in appropriate places *.
- Arrange to have paper-based archive material relocated to the appropriate places *.

Digital

- Refine, revise or set-up electronic containers.
- Purge and prune emails and digital files for current work and store in appropriate places *.
- Purge and prune all digital-based reference materials and store in appropriate places *.

During your purge and prune, if an item will take less than ten minutes to complete then **Do it Now!**

* In a way that meets the requirements of your organisation's information management system.

Create the conditions to allow you to work best

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