

compas

module 1 – workplace organisation

This full day of activity comprises workshops and coached practical application at each person's *own workstation*. The morning session focuses on the physical office, dealing with principles of workflow, organisation and office set-up. In the afternoon, these same principles are applied to the electronic (Outlook / Windows or Lotus Notes/ Windows) workspace

At the completion of Module 1, participants will have developed the capability to:

- organise, de-clutter and set-up the physical workspace for improved personal efficiency (both paper and electronic)
- allocate their time proactively by applying productive habits and using time management tools
- work in conjunction with a 'buddy' to achieve real, lasting changes
- develop a process for dealing with information in an efficient way so that clutter remains controlled
- develop, in collaboration with colleagues, a process for controlling work-in-progress and making information available to others
- manage tasks efficiently, on-time & within plan

The governing objective of Module 1 is to encourage each person to develop habits and processes that improve their productive output – **getting more from each day**. The 'buddy' system supports each participant in achieving the objectives they set for themselves