



**NEW ORDER ORGANIZERS**  
Taming Disorderly Conduct Since 1990

## Productive Environment Scorecard™ for Organizations

Read the statements on the left and right side of each row then mark or circle the number that most closely approximates your current state.

|    |   |   |   |   |   |   |   |   |   |   |    |  |
|----|---|---|---|---|---|---|---|---|---|---|----|--|
| 1  | We waste a lot of time looking for papers and files.                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We waste very little time looking for papers and files.                      |
| 2  | We waste a lot of time looking for electronic files.                          | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We waste very little time looking for electronic files.                      |
| 3  | We waste a lot of time on e-mail.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We waste very little time on e-mail.   |
| 4  | I am not confident we could find the information that is legally required.    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | I am totally confident we can find any information that is legally required. |
| 5  | We often recreate information that exists.                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We are always able to find and use existing information.                     |
| 6  | If someone is out of their office, other people cannot find what they need.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | If someone is out of their office, other people can find what they need.     |
| 7  | We don't have standard operating procedures.                                  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We have standard operating procedures which are used.                        |
| 8  | We lack adequate space in our office.   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We have plenty of space in our office.                                       |
| 9  | We do not have a library for sharing resources.                               | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We do have a well-managed library for sharing resources.                     |
| 10 | We do not have a records retention policy.                                    | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We do have a records retention policy.                                       |
| 11 | Our staff does not use a consistent filing system.                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | All of our staff use the same filing system.                                 |
| 12 | We do not train new hires on managing information.                            | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We do train new hires on managing information.                               |
| 13 | We do not have a system for managing projects.                                | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | We have a good system for managing projects.                                 |
| 14 | Our organization does not operate as efficiently and effectively as it could. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Our organization operates efficiently and effectively.                       |
| 15 | Our organization does not reflect the quality of our products/services.       | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Our organization reflects the quality of our products/services.              |
|    | Total each column; add the numbers in this row for total score.               |   |   |   |   |   |   |   |   |   |    | OUR SCORE: _____   |

The one thing that would make the biggest difference in our organization with respect to organizing is \_\_\_\_\_.

If your score is:  
135-150  
77-134  
47-76  
15-46

Congratulations! You are well-organized!!  
You are on the right track, but there is room for improvement.  
Disaster could be ahead if changes not made soon!  
Get help immediately!



Send us this scorecard for a FREE consultation. Email: [Debbie@NewOrderOrganizers.com](mailto:Debbie@NewOrderOrganizers.com), Cell: 440-796-0295

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