

OFFICE RELOCATIONS

7 STEP PROCESS TO REDUCE PAPER FILES

When you are moving to a new office, the last thing you want is to take mountains of paper files with you. A new office is time for a fresh start, clean slate and perhaps different ways of working. But most organisations leave it too late. They think they can just do a quick tidy up a few weeks before they move and it will all be fine.

Generally it's not. It gets rushed and creates a lot of stress. Over and over we see files destroyed or discarded that shouldn't be, whilst other files go missing in the chaos. So to avoid the pain of poorly managed file reduction, we've developed a 7 step process.

COUNT THE PAPER YOU HOLD

1 Find out how much paper you store in your office, and the weird and wonderful places it's hidden. This will give you a benchmark for change.

IDENTIFY STORAGE AVAILABLE

2 You'll most likely have less storage available in your new office. But how much less? Ensure you identify exactly what storage will be available

SET REDUCTION TARGETS

3 A good rule of thumb to set reduction targets is to aim for at least 30% less than the maximum storage available in the new office (not what you have now).

CLEAN UP DAYS

4 Schedule a clean up day with extra archive boxes, recycling & secure destruction bins available. Make sure you are clear about what people need to keep vs. what they can destroy.

ONGOING REDUCTION PROGRAM

5 1 clean up day won't fix your paper issues for ever. Schedule an ongoing reduction program to stay on top of your paper files.

REVIEW PAPER-HEAVY PROCESSES

6 To prevent paper files from being created in the first place, take a look at the processes that create the most amount of paper. Implement digital solutions.

REWARD, SHARE & CELEBRATE

7 Asking people to sort and declutter paper files, and to stop creating paper in future is a huge ask. Celebrate those who have tidy, paper free desks. Reward digital behaviours. Share achievements across the business.