

Personal Productivity Tools



Workspace

“The space you work in everyday has a very powerful impact on the work you get done. It is also a profound expression of who you are.”



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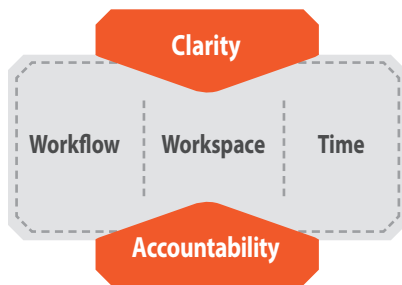
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Improve Workspace



What and Why

Your workspace has a big influence on your ability to get things done effectively and efficiently. It either helps or hinders your workflow processes. It is also a reflection of you as a professional.

Understanding, managing, and improving your workspace will enhance your workflow. So, improving your workspace is a key element to enhancing your productivity.

How

The following key actions can help you improve your workspace:

- a. Assess your current workspace.
- b. Identify improvements to your workspace.
- c. Implement and sustain the improvements.

5S Process

For organizing your workspace.



SORT

SORT means to **REMOVE** all items from the work area that are **NOT ESSENTIAL**.



SET IN ORDER

SET IN ORDER means to organize and **ARRANGE** the essential items left in your area after you sort.



SHINE

SHINE means to **CLEAN** your work area (dirt, scrap, clutter, dust, and grime). It also means to **INSPECT** the work area and make **SAFETY** and **PRODUCTIVITY ENHANCEMENTS**.



STANDARDIZE

STANDARDIZE means to put **SYSTEMS** and **PROCEDURES** in place so that things are done the **RIGHT** way and the **SAME** way every time that they are done.



SUSTAIN

SUSTAIN means to make a continual **EFFORT** and **COMMITMENT** to the process you have set.



5S Assessment

Action Plan

What action will I take to improve my workspace?

S1 **SORT** ACTION
 REMOVE all items from the work area that are NOT ESSENTIAL.

S2 **SET IN ORDER** ACTION
 Organize and ARRANGE the essential items left in the work area after I sort.

S3 **SHINE** ACTION
 CLEAN work area. INSPECT the work area and make PRODUCTIVITY and SAFETY ENHANCEMENTS.

S4 **STANDARDIZE** ACTION
 Put SYSTEMS and PROCEDURES in place so that things are done the RIGHT way and the SAME way every time that they are done.

S5 **SUSTAIN** ACTION
 Make a continual EFFORT and COMMITMENT to the process I have set.

OTHER START STOP CONTINUE
 What else can I START, STOP, or CONTINUE to do to improve my workspace?



Workspace Map

Template

Workspace Map

Workspace Worksheet

Workspace Name:

- Current Space
- Future Space

Key Issues / Obstacles

Improvement Ideas

Workspace Map or Diagram



Workspace Map

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