

Visions Productivity Solutions™



Nicole Chamblin CPO®, CPES™, Chief Visionary
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**GOING ALMOST PAPERLESS™ SPECIAL GUIDE:
Reaching Your Vision of Reducing Paper.**

GOING ALMOST PAPERLESS™ SPECIAL GUIDE: Reaching Your Vision of Reducing Paper

Are you still waiting for the paperless office? Many of us are. The truth is it's next to impossible to completely rid ourselves of paper-it still comes into our days in so many ways.



It's far more realistic to have a goal of going “almost paperless”.

The American Forest and Paper Association estimates that the typical **business generates 1.7 pounds of paper per person per day.**

An article in the Journal of Accountancy said that industry figures estimate a **paperless strategy can save companies up to 30-40%.**

Many companies have a desire to move towards a less paper intensive environment, but think the cost of converting their processes is too high.

The reality is that the cost impact of not reducing paper far exceeds the investment in transitioning to a less paper intensive environment-- both in hard dollars and in employee productivity and time use.

Not convinced yet? Keep reading!

According to Price Waterhouse Cooper, **an average organization makes 19 copies of each document; spends \$20 in labor to file each document; spends \$120 in labor searching for each misfiled document; loses one out of every 20 documents; and spends 25 hours recreating each lost document.**

The Datapro/Gartner Group estimates that the **average employee spends 400 hours per year searching for paper documents.**

Without a cohesive strategy and process to manage the flow and usage of paper, the goal of going Almost Paperless™ is a daunting one.

In consulting on paperless projects, Visions Productivity Solutions utilizes resources and processes that help make the vision of reducing paper a reality.

This special guide takes you through the powerful combination of the **VPS trusted Seven Step VISIONS Paperless Process** and the **Ten Important Questions to Ask and Answer When Reducing Paper**.

Complete the worksheet and answer the questions to begin setting up your paper reduction plan.

You'll be asked to **state your vision, identify** and **consider your resources**.

Be prepared to pick at what's getting in the way. Many times your obstacles are the people who will have to make changes. It may be funding or technology. Take the time to make this list so you can identify your answers to these challenges.

Remember, you can go it alone, but it's easier with help.

To Your Productivity & Success,

A handwritten signature in black ink that reads "Nicole".

Contact Nicole Chamblin to discuss reducing paper at 516-780-6929 or nicole@VisionsPS.com

“Nicole takes the time to understand you. I highly recommend her services for anyone who is overwhelmed and just can't seem to get organized.”

Entrepreneur

“Nicole taught me how to get the most out of my time when I'm working on my business with simple ideas that make a BIG difference in getting my work done. I learned how to get past the distractions and make my time count.”

Web Designer

“Nicole has a systematic approach to define a system that is best for the way you work. Her focus was on understanding my business, personality traits and thought processes to identify my needs and then work from there to develop an effective system that I would use for the long term.”

Marketing Executive

“Nicole helped me to streamline my filing system and separate my home from my business. Nicole provided the training, initial set up, and follows up to insure that the system met/exceeded my expectations. Now, every document has its place and I now work on a clutter free desk.”

Home Based Business Owner

“Nicole’s approach by identifying your total needs, from physical environments to organizational tools, insures a comprehensive solution. Her training, one-on-one help, and follow through are exceptional. The bottom line is that Nicole has provided a system where I am more efficient at work, stress level has been reduced, and more importantly, I am able to spend more time with my family.”

Business Executive

The Seven Step **VISIONS** PAPER REDUCTION PROCESS

**This process will help you manage all the moving parts.
Complete the attached worksheet to help make your vision of
reducing paper a reality!**



Visualize your almost paperless office

Identify your obstacles, resources and tools

Systemize your Records Management Strategy

Implement your solutions and processes

Objectively manage time, costs and impact

Negotiate how new processes will be incorporated

Set realistic goals about your plan

The Seven Step **VISIONS** PAPER REDUCTION WORKSHEET

Visualize Your Almost Paperless Office.

(What will it look like?)

Identify Your Obstacles, Resources And Tools.

(List out what's in your way, what time, budget, manpower and technology you Have or need.)

Systemize Your Records Management Strategy.

(What is your process for how documents and information gets created, flows, gets filed, archived or destroyed in your office? Hint...you'll need more room than this box to write it all down!)

The Seven Step **VISIONS** PAPER REDUCTION WORKSHEET

Implement Your Solutions And Processes.

(Do this with your Records Management Strategy and the answers to your “Ten Important Questions to Ask When Going Paperless” in place)

Objectively Manage Time, Costs And Impact.

(Be realistic about your estimate on how long and how much it will cost to implement and maintain your plan.)



Negotiate How New Processes Will Be Incorporated.

(Negotiate how new processes or workflow will be incorporated into the system to avoid throwing off other processes.)

Set Realistic Goals About Your Plan.

(Don't be over-ambitious. Once you've committed to a strategy, manage expectations and be honest about how quickly you'll get there.)

The Ten Important Questions to Ask When Reducing Paper

	<p>1. What Are Your Best Resources?</p> <p>Identify solutions and resources including available time, tools, budget and key players on your team who can champion the cause throughout the company. Be realistic about the budget that you can allocate to provide the key technology necessary to convert your data to an electronic format. Think of scanners, storage and back solutions.</p>
	<p>2. Do You Currently Have A Written Records Management Strategy In Place?</p> <p>A Records Management Strategy should clearly outline how paperwork should be created, managed, archived and indexed. It needs to be a written document that everyone is on board with.</p>
	<p>3. What Are Your Immediate And Key Considerations Regarding Your Records Management Strategy (RMS)?</p> <p>Once you have a Records Management Strategy in place, what needs to be updated or emphasized at this point as you prepare to go paperless? Your Records Management Strategy should evolve with your processes.</p>



4. What Is The Current Workflow/ Document Management System For Each Type Of Paper Handled In The Office?

What happens to the paper generated in your office? Who creates, touches, and processes it? Knowing the flow of paper will help identify where you can minimize paper generation and use. Drawing a diagram may help you visualize this.



5. What Activities Or Paper Generating Functions Can You Easily Handle Electronically?

Think of your biggest opportunity to eliminate or reduce paper. Can something be reviewed electronically to cut down on the amount of copies being made?



6. What Paper Can You Discard Or Shred Immediately?

Most of us hold on to things that we think we'll need one day, except one day never comes. Think of what paper you can discard or shred that is old, duplicated, or that is accessible electronically.



7. Who Will Be Responsible For Any Scanning Or Data Entry?

Usually the process involves some level of scanning and data entry. Identify the least expensive resource and labor do the scanning for you. Also consider who will be responsible for maintaining scanning and data entry moving forward.



8. How Far Back Do You Want To Go In Scanning Your Documents?

Think about the most relevant time frame for having access to your documents for reference. Is it necessary to convert all of your records, or just a few key years? Be careful not to spend all your resources on converting the backlog. If money is a factor, focus on what you will do from this point forward and handle the older documents as needed or used.



9. How Much Time Is Acceptable For Your Employees To Spend Scanning Daily Once You Implement Your Strategy?

Once you have implemented your strategy, be aware of how the new process will impact your employees' schedules and time frame to complete their work. The process of converting electronically and following your records management strategy may add extra steps and time to their tasks.



10. What Is The Use Of Storing, Finding, Filing And Paper Costing Your Company Today And Can You Afford For It To Continue?

Add up all of the paper related costs-office supplies, storage, retrieval, people- then evaluate how that costs weighs against the process of reducing paper in your office.



Hi, I'm Nicole Chamblin the Chief Visionary and productivity consultant of *Visions Productivity Solutions*.

I love helping others connect with their passion and what matters most—one vision at a time.

I've been surrounded by early technology adaptors my entire life, and am always eager to leverage new technology tools and show clients how to apply them as resources to solve their productivity challenges.

When I consult with you on a “paperless” project, you'll enjoy the following results:

- Coordination of the people, process and technology required for a productive, 'almost paperless' office
- a repeatable process to eliminate unnecessary physical and electronic records and avoid legal liability of an “information toxic dump”
- a repeatable process to move essential paper documents and electronic records to a virtual solution
- analysis of your current workflow to understand how it impacts the goal of reducing paper
- understanding of key considerations necessary to implement a Records Management Strategy

I'd love to talk to you about how I can be a resource to you and your team, as you work to reduce your dependency on paper. Contact me now to discuss reducing paper at 516-780-6929 or nicole@visionsps.com.

A handwritten signature in black ink that reads "Nicole".