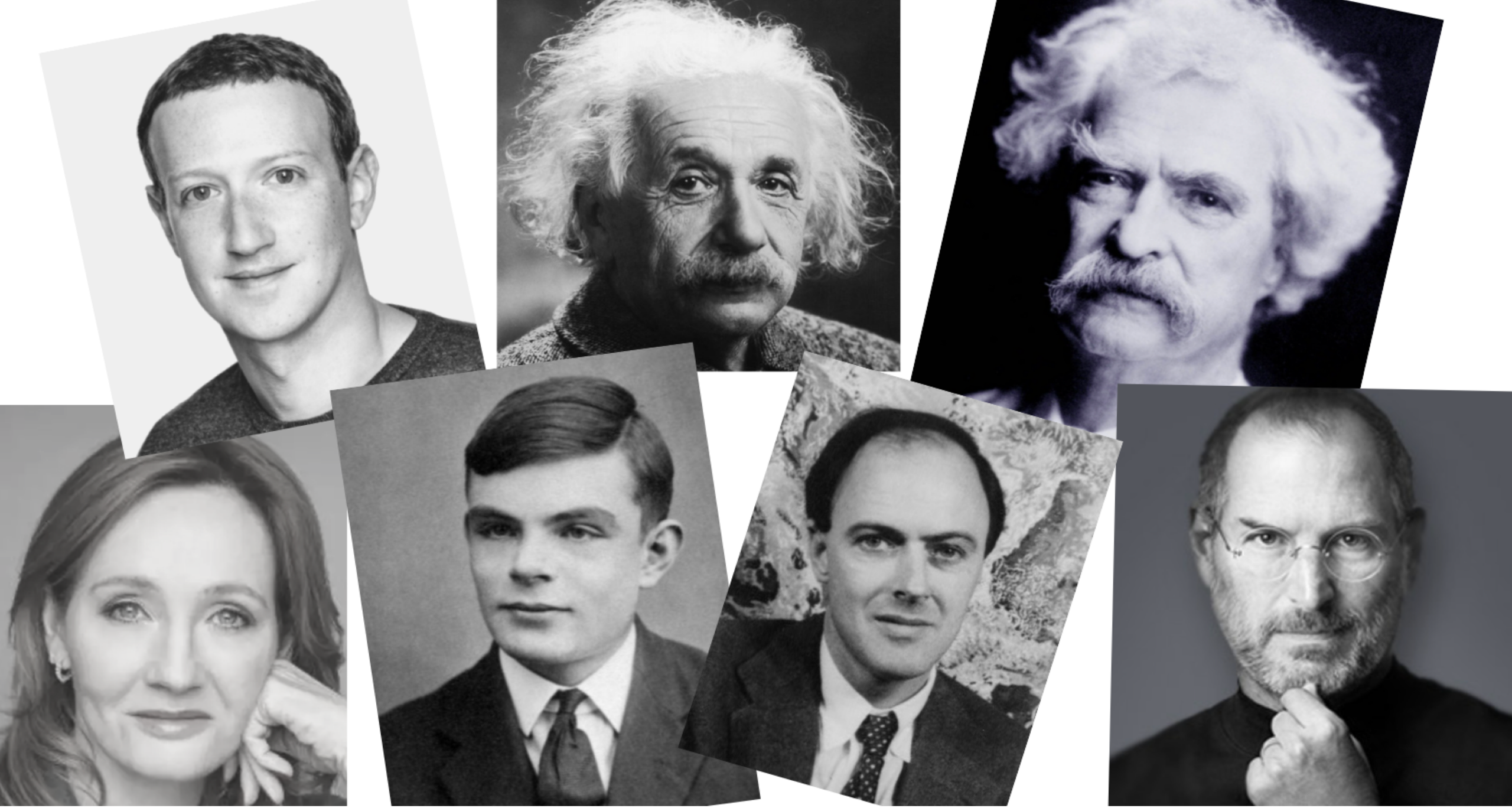


Office Optimization

Sandra Lane

HFMA Michigan Great Lakes Chapter
Women in Healthcare Leadership Educational Series

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Organization Lane



© Sandra Lane



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Why?

1. Perception

© Sandra Lane



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Less Conscientious
Uncaring
Cranky

University of Michigan

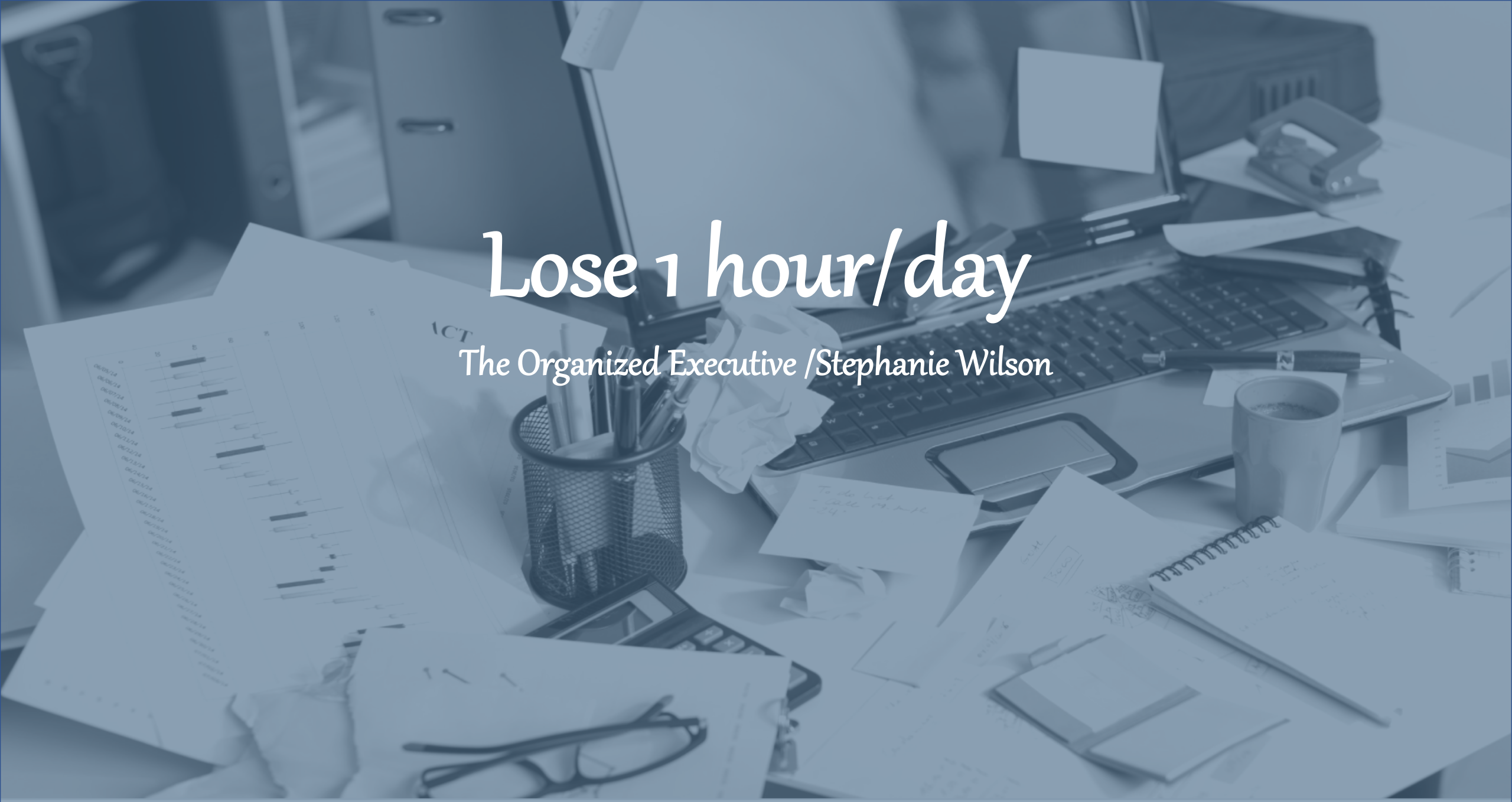
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28%
of employers
will not promote
Careerbuilder..com

Why?

1. Perception
2. Productivity

© Sandra Lane



Lose 1 hour/day

The Organized Executive /Stephanie Wilson



Hard to Focus

Princeton Neuroscience Institute

©Sandra Lane

Why?

1. Perception
2. Productivity
3. Health

© Sandra Lane



©Sandra Lane

Road Map

Office Optimization

1

De-clutter

Organize

Paper

Supplies

Surface/Floor & more

De-clutter

Organize

Prime Real Estate



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1

De-clutter

Junk Mail

catalogchoice.org

dmachoice.org

optoutprescreen.com

1

De-clutter

Paper/Files

Keep/Current

Store/Archive

Shred/Recycle

1

Organize

Paper/Files



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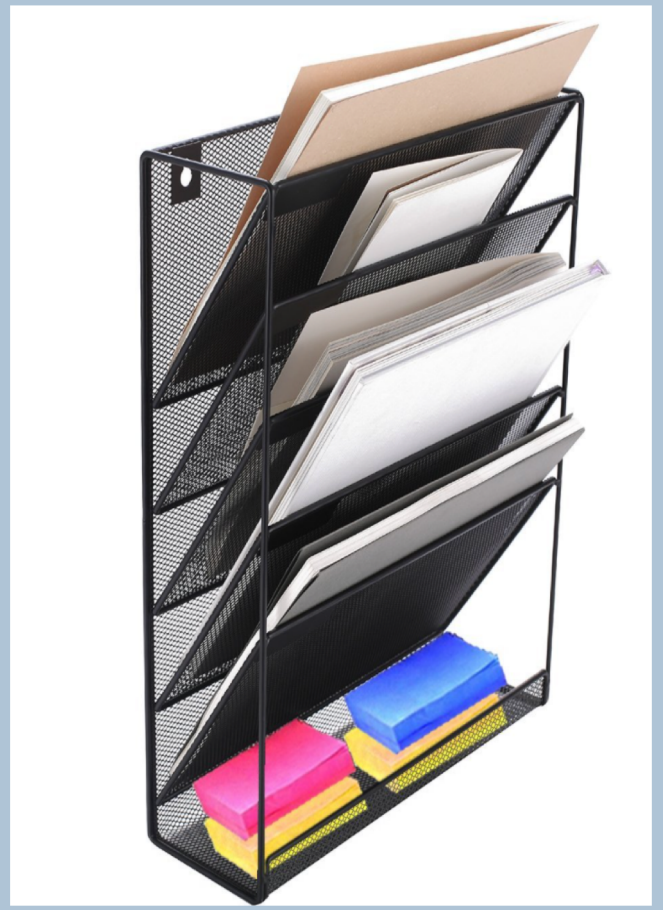


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© Sandra Lane




FedEx







© Sandra Lane

1

De-clutter

Organize

Supplies




ELOPE
Safelite
AutoGlass
StateFarm
2000
PLUS
printer 40


2000
PLUS
printer 40

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1

De-clutter

Organize



Surface Areas
Floor
& More





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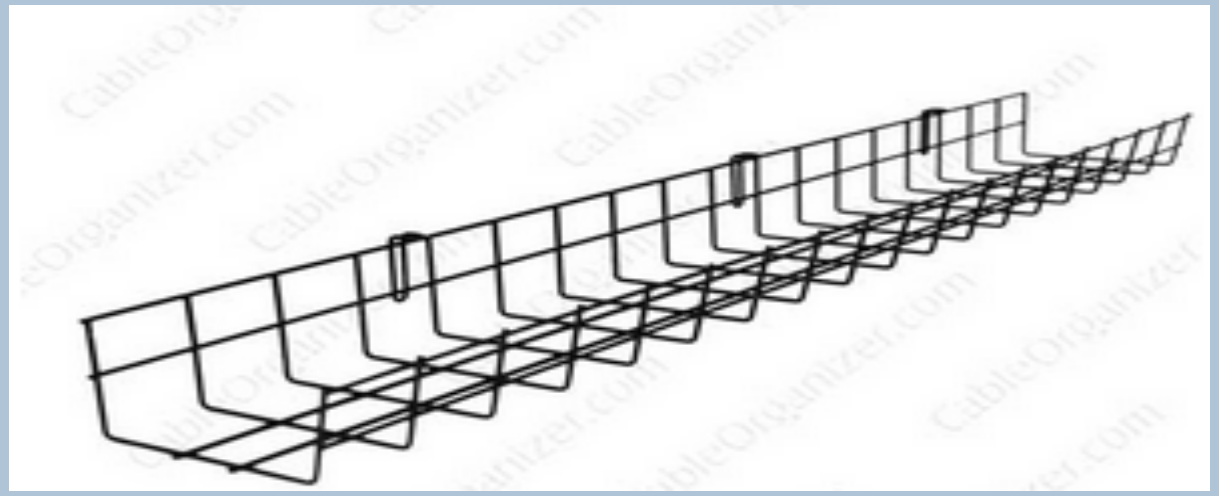
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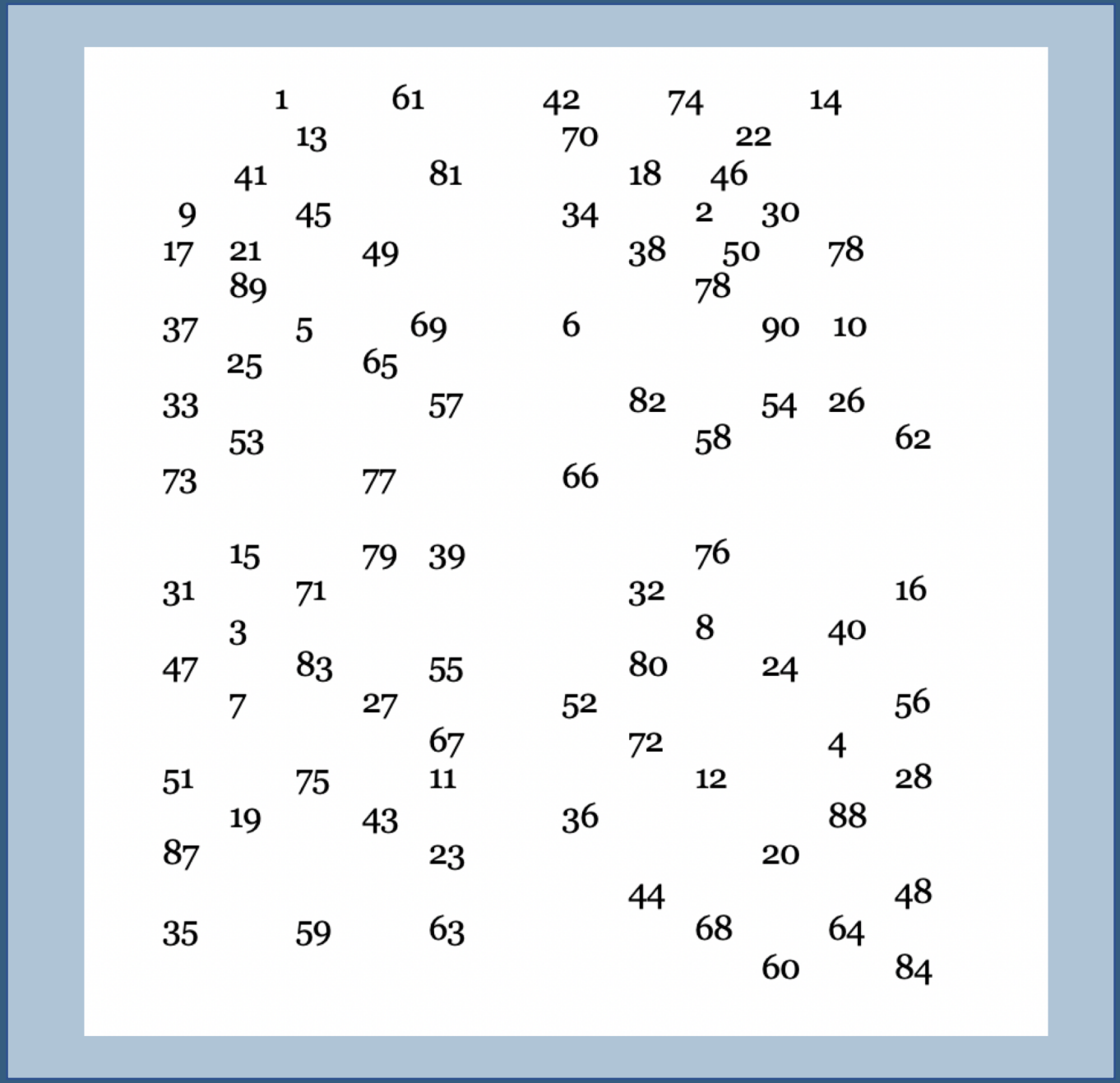


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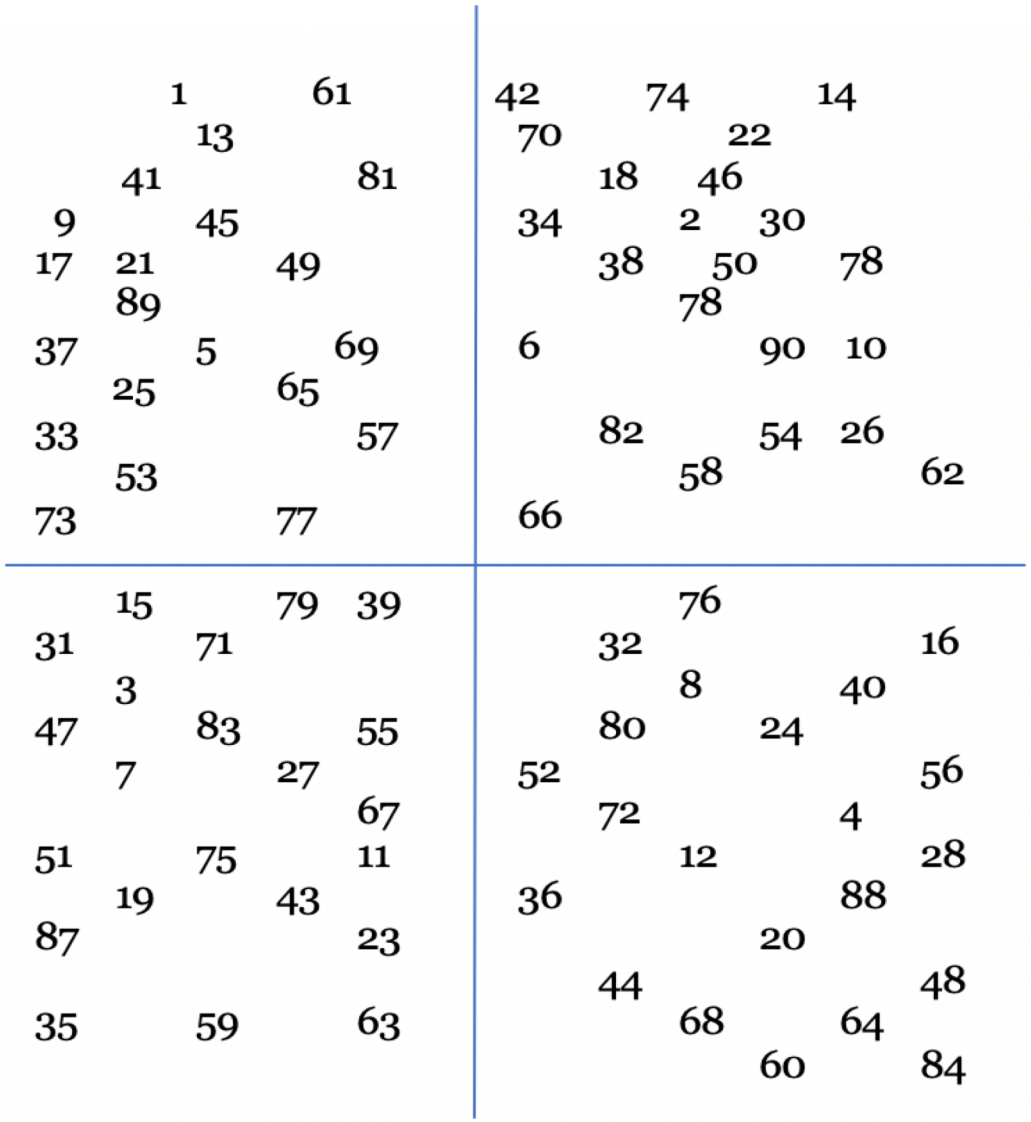
2

Systems




1 61 42 74 14
13 70 22
41 81 18 46
9 45 34 2 30
17 21 49 38 50 78
89 78
37 5 69 6 90 10
25 65
33 57 82 54 26
53 58 62
73 77 66
15 79 39 76
31 71 32 16
3 8 40
47 83 55 80 24
7 27 52 56
67 72 4
51 75 11 12 28
19 43 36 88
87 23 20
44 48
35 59 63 68 64
60 84

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1 61
13
41 81
9 45
17 21 49
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37 5 69
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6 90 10
82 54 26
58 62
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15 79 39
31 71
3
47 83 55
7 27
67
51 75 11
19 43
87 23
35 59 63
76
32 16
8 40
80 24
52 56
72 4
12 28
36 88
20
44 48
68 64
60 84

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2

Systems

Paper Management

- Open/Sort
- File away in folders
- Archive
- Follow Up Action
- Shred/Recycle

2

Systems

Inbox Management

- Designate time to process
- Open, read, take action
- File away in folders
- Forward
- Reply
- Delete

2

Systems

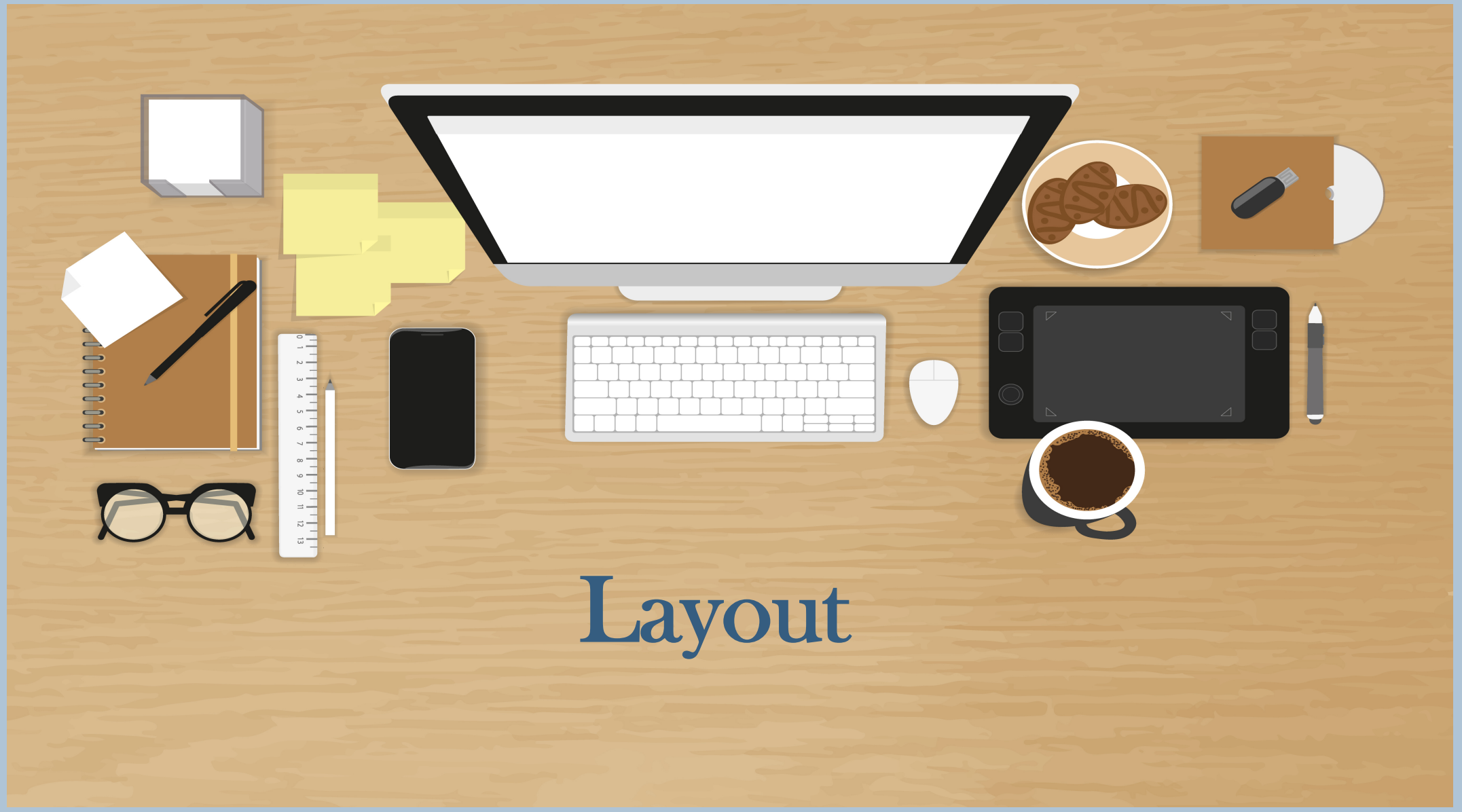
End of Day Protocol

- Put away current work
- File documents
- Deliver documents
- Clear out email inbox
- Write tomorrow's to-do list
- Computer shutdown

3

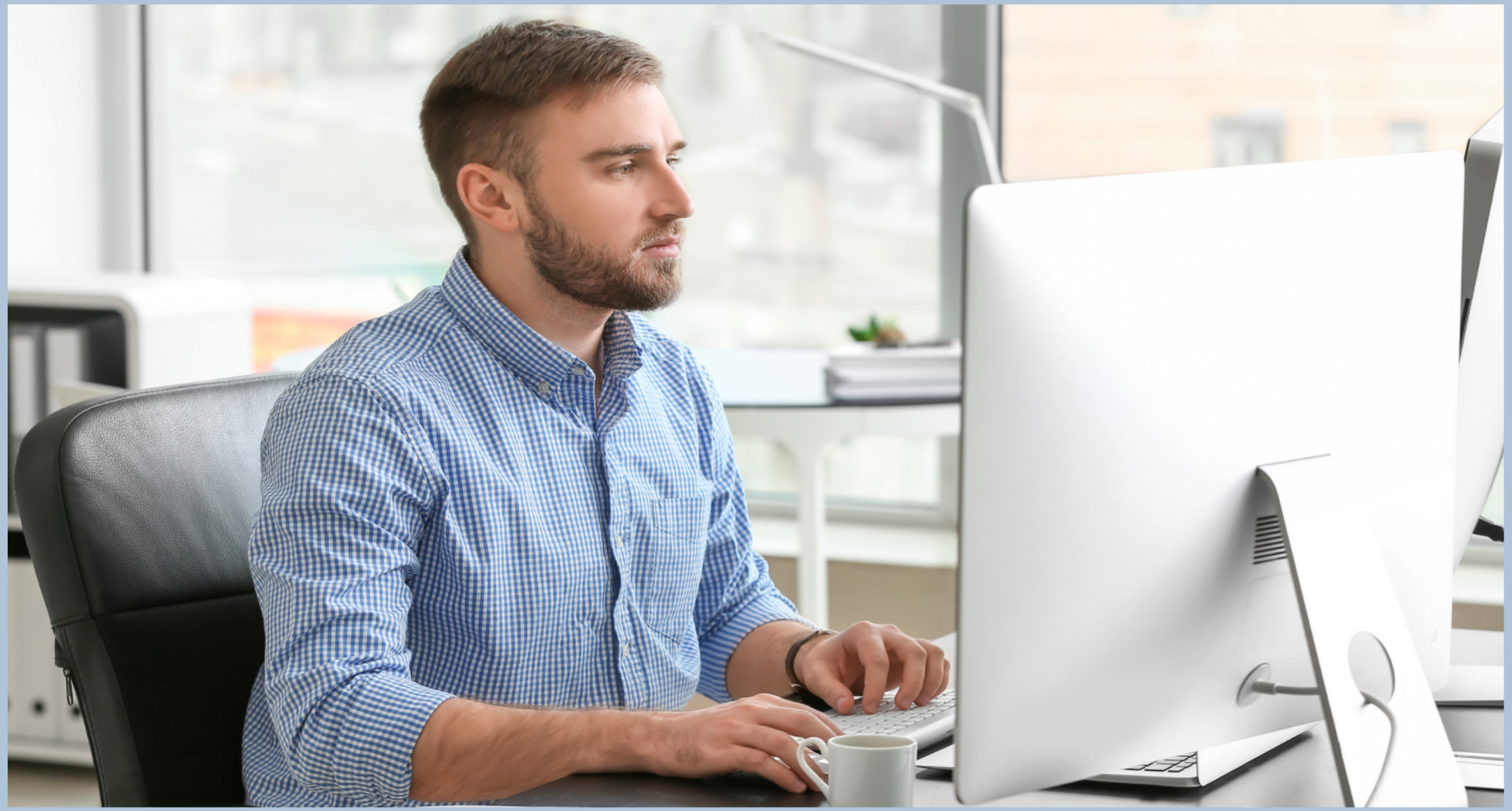
Ergonomics





Layout

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Be Strong and Courageous
Do not be afraid; do not be discouraged,
for the Lord your God
THIS GIRL CAN

© Sandra Lane



© Sandra Lane



© Sandra Lane



© Sandra Lane



© Sandra Lane

At Home-
Best Practices

1. Maintain regular hours
2. Take breaks/Stretch
3. Get Dressed
4. Human Connection

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4

Personalize





Use when you want to instill positivity, creativity and happiness.



A color that is easy on the eyes- good if you work long hours. Provides balance.



Use as the primary color in office areas that require focus and mental strain.



Promotes contemplation or luxury, too much or wrong tone can have opposite effect.



Creates comfort, warmth. Good for office lounge.



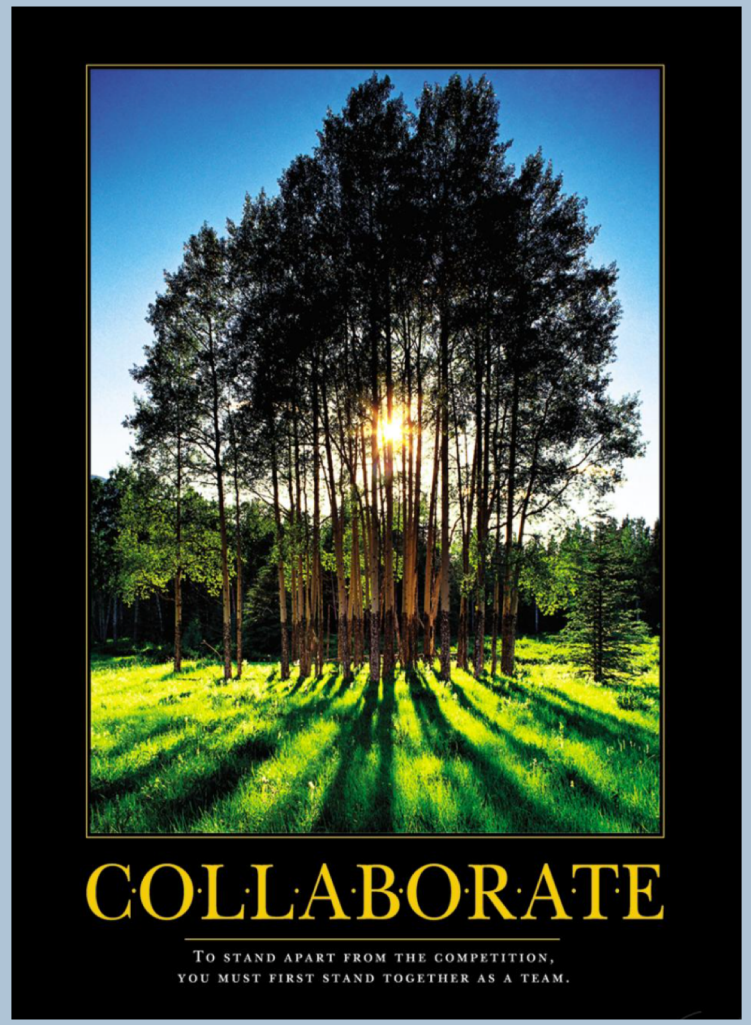
Modern look. Used inappropriately suggests lack of confidence and depressing mood.



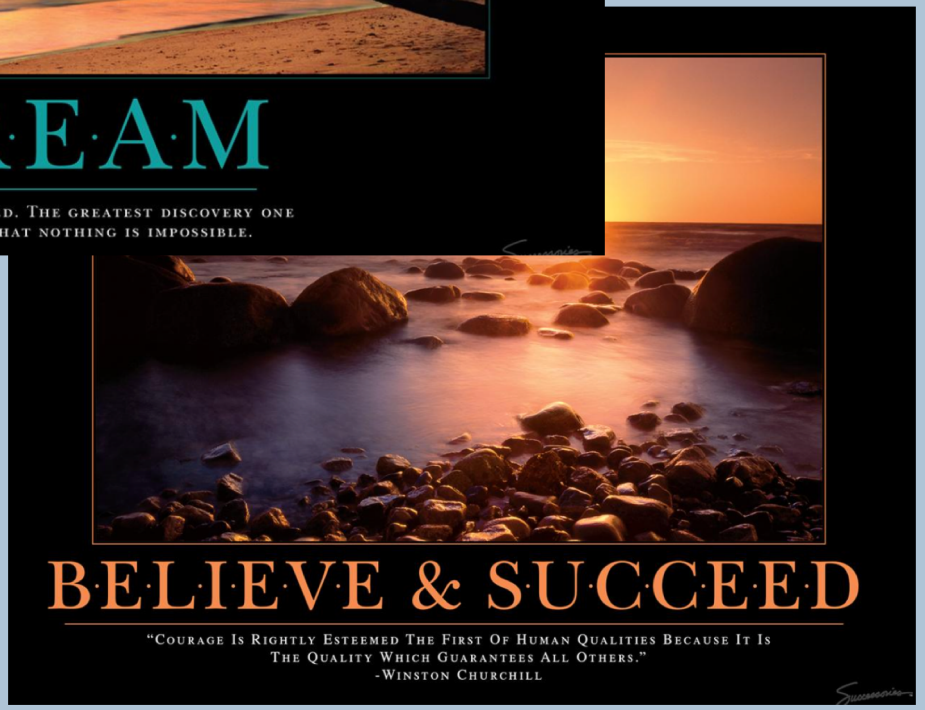
Courage, strength, excitement. Good for workplaces that demand physical exertion.

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Color Source: CDI Spaces


COLLABORATE
To stand apart from the competition,
you must first stand together as a team.


DREAM
Resolve to succeed. The greatest discovery one
can make is that nothing is impossible.


BELIEVE & SUCCEED
"Courage Is Rightly Esteemed The First Of Human Qualities Because It Is
The Quality Which Guarantees All Others."
-Winston Churchill

© Sandra Lane


YOU
MAKE THE
DIFFERENCE


anything
is possible...
think
TEAMWORK


think
positive
be
positive

© Sandra Lane













© Sandra Lane



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VENICE BEACH
CHICAGO
CUBS
FLAG
Checkers
MONOPOLY
STAR WARS
CONTROL DECK
Nintendo

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5

Maintain





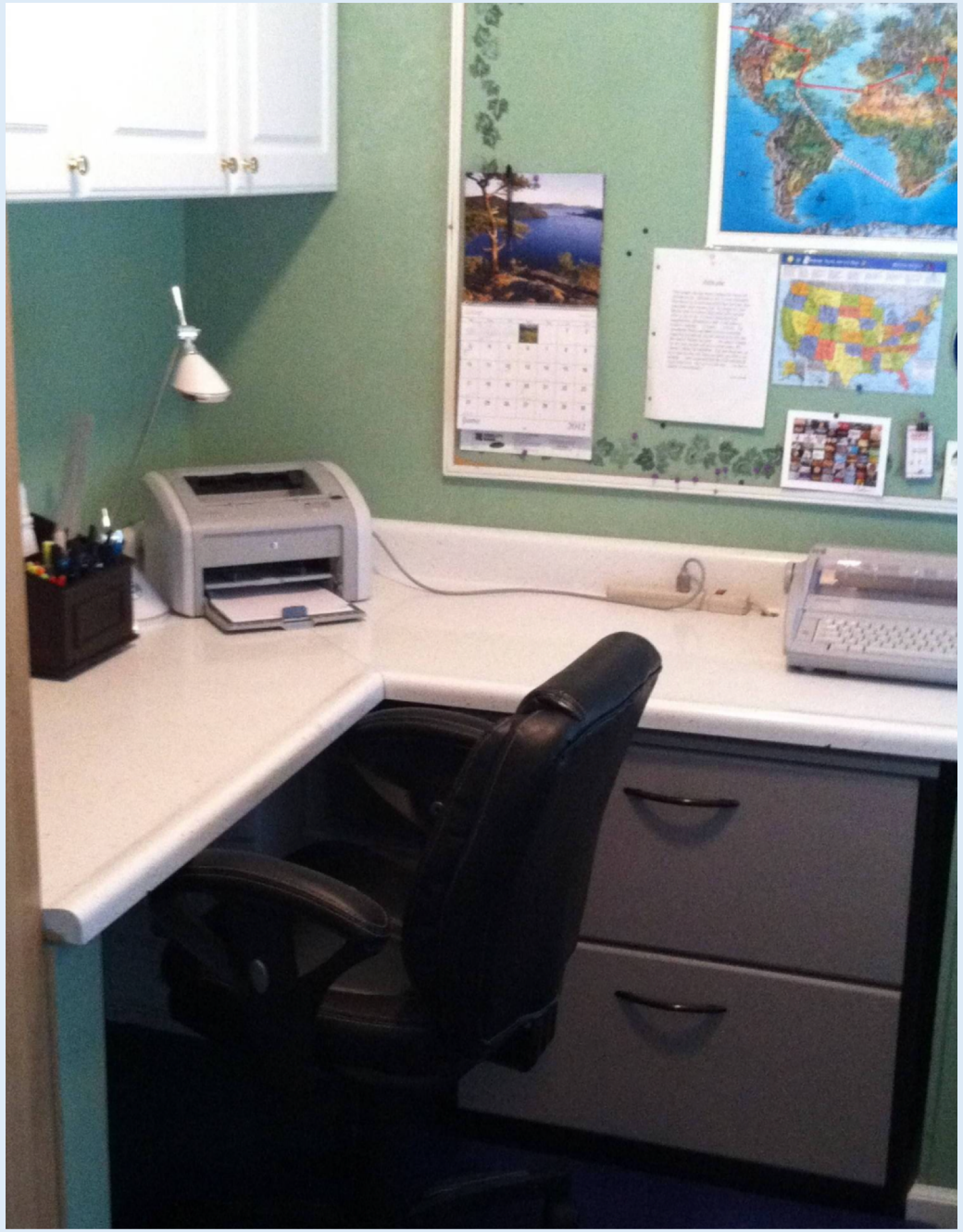
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Office Transformations

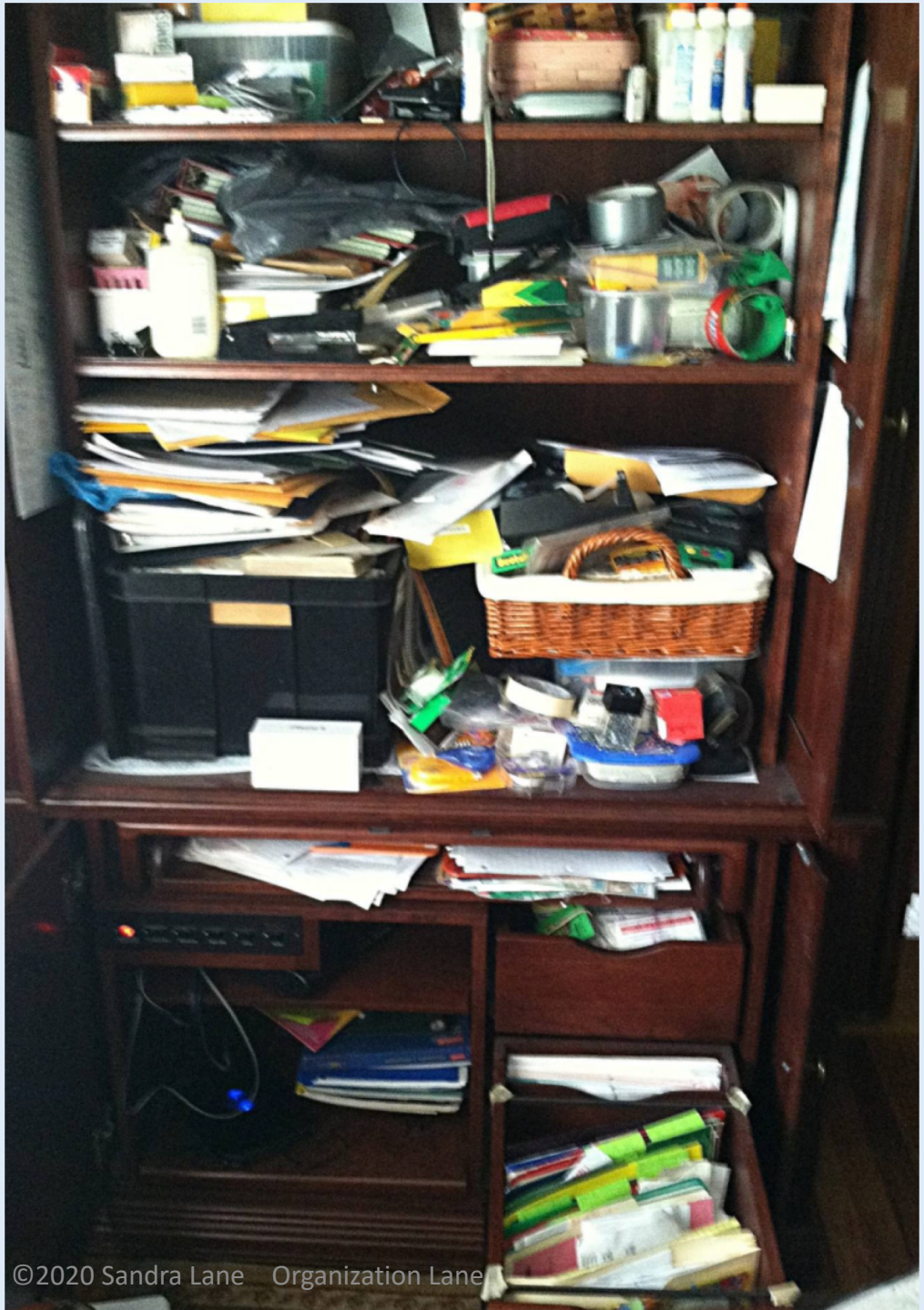
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THE WORLD




Heavy Duty


Heavy Duty



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Big Takeaway

I commit to.....



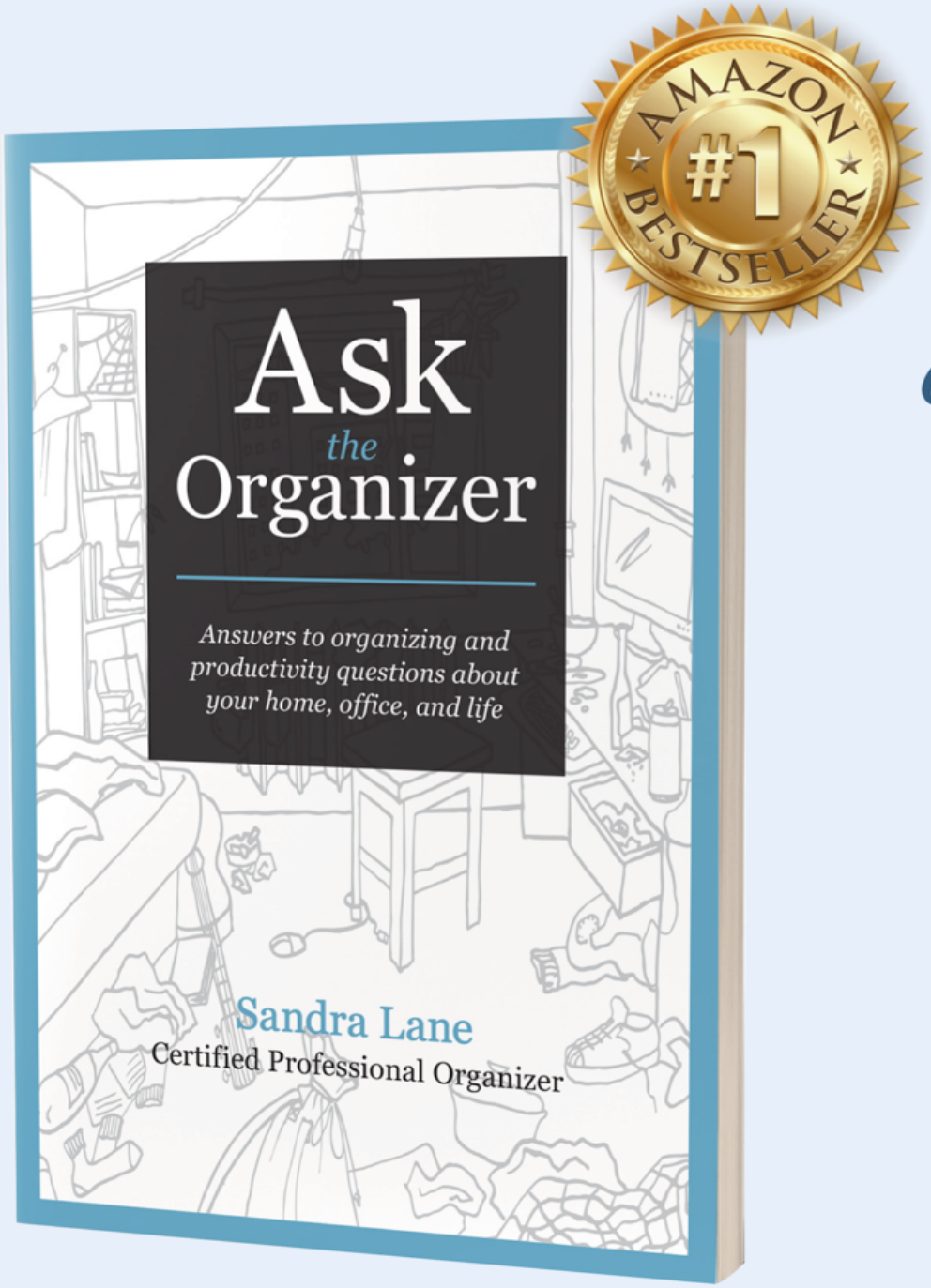
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