

Make Time @Work for IM!



Employees are responsible for managing and protecting the government information they use to do their jobs. The Office of the Chief Information Officer (OCIO) is asking you to take a minute at the beginning of your meeting to review this Information Management (IM) best practice. Remember, small changes in the way you work can make a big impact on our compliance with government's IM requirements.

Make IM a Team Effort

Studies suggest that 70-80% of information workers can't find information when they need it. Inconsistent practices within your work group or team can lead to:

- ◆ Information is not available because it is stored in a personal location like a cabinet, email account or personal (P) drive
- ◆ Duplication of effort or need to recreate documents because the original or final version is not available
- ◆ Time wasted on searching because colleagues do not know where to look

How can you help?

- ◆ Suggest a planning session with your team to:
 - ◆ Review any departmental resources or requirements from your IM division
 - ◆ Determine how you will use shared filing spaces like the shared drive, file room and TRIM
 - ◆ Make rules on how you will name your files
 - ◆ Agree on how document versions will be identified
 - ◆ Create a short summary document of your decisions and make it accessible to all existing and any new team members

To learn more about IM Best Practices contact your departmental IM division or visit the OCIO website: www.ocio.gov.nl.ca

For more information visit www.ocio.gov.nl.ca
or email us at IM@GOV.NL.CA

