Your Professional Information Management

I work:

☐ For myself.

☐ For an employer.

I have the following piles in my work space awaiting my attention: (check all that apply)

☐ Magazines and other professional reading

☐ Non-junk mail that I'm going to get to eventually

☐ Junk mail and catalogs I want to go through

☐ Memos that are current

☐ Memos that are probably out of date

☐ Paper that needs to be filed, recycled or otherwise dealt with

☐ Items that have been there for ages

☐ Stuff that should be tossed, like old drink cups and other disposables

☐ Items that I'm currently working on

☐ Other: _____

The business cards that people give me are:

☐ All over the place.

☐ In one specific place, but not sorted.

☐ Sorted and filed or scanned into the computer.

☐ Other: _____

The computer that I use at work is: (check all that apply)

☐ A laptop.

☐ A desktop.

☐ Owned by me.

☐ Owned by my company.

The information I keep on my work computer is:

☐ Work-related only.

☐ Work-related and personal.

The information I have on my computer is:

☐ Extremely important.

☐ Pretty important.

☐ Somewhat important.

☐ Not at all important.

The data on my work computer is backed up:

☐ Daily or more often.

☐ Once a week.

☐ At least once a month.

☐ Never.

☐ Not sure; the company takes care of it.

When a brilliant idea strikes me, I:

☐ Write it down so I don't forget it, but I usually can't find it later.

☐ Write it down so I don't forget it; I know exactly where it is.

☐ Usually remember it without writing it down.

☐ Usually try to remember it but usually forget it.

When I go to a class, meeting or conference, I usually:

☐ Take a bunch of handouts but never look at them.

☐ Take a bunch of handouts, look over them and discard the ones I don't want.

☐ Take a bunch of handouts and read them all.

☐ Take a few handouts and read the ones that I take.

☐ Take a few handouts but usually don't get to them.

How much junk mail do you get at work?

☐ I don't get much junk mail.

☐ I get a lot of junk mail.

What do you do with junk mail that comes to your office?

☐ Save most of it to look at sometime but never get to it

☐ Recycle most of it immediately

☐ Read what is useful in a timely fashion and recycle the rest

☐ Other: _____

Which most closely describes your professional magazine, newspaper and other *non-electronic* subscriptions?

☐ I'm generally caught up on my reading.

☐ I'm a bit behind on my reading.

☐ I'm hopelessly behind on my reading.

☐ I don't have any non-electronic subscriptions.

When I'm finished with a magazine or other periodical, I:

☐ Put it in a pile with other old periodicals.

☐ Recycle the whole thing.

☐ Cut out and file or scan anything I'll want to refer to and recycle the rest.

☐ Cut out anything I want to refer to and stick it on a pile somewhere, then recycle the rest.

☐ Rarely get around to finishing magazines, so they stack up.

☐ Other: _____

Which most closely describes your professional *electronic* subscriptions?

☐ I'm generally caught up on my reading.

☐ I'm a bit behind on my reading.

☐ I'm hopelessly behind on my reading.

☐ I don't have any electronic subscriptions.

My professional file drawers are: (check all that apply)

☐ Mostly organized.

☐ Mostly disorganized.

☐ Full of stuff that I'll probably never need again.

☐ Filled with files I might need but rarely use that are taking up prime filing space instead of being archived elsewhere.

☐ A total disaster.

☐ Not full and have space for additional filing.

☐ Jammed full.

Regarding email: (check all that apply)

☐ I read every email that comes into my email box, including junk mail, jokes, spam, etc.

☐ I usually quickly delete spam, jokes, etc. without reading.

☐ I have a good spam filter.

☐ I spend about the right amount of time on my email.

☐ I spend too much time on my email.

☐ My email time is way out of control.

Overall, on a scale of 1-10 where

1 = "My professional information is completely under control," and

10 = "My professional information is completely out of control,"

I would give myself a rating of: ☐

What priority level would you give to making changes to your professional information management?

☐ High priority   ☐ Medium priority   ☐ Low priority