



# Paper trails

It's been a busy 2018 for B3Hub and we've now completed three major transition sessions.

Congratulations to our managers and team leaders who worked on their leading change skills, and our support staff and dietitian assistants who got together in the B2Hub studio to talk about their ABW challenges.

We capped off this group of sessions with one of the key learning experiences - paper independence.

"Keeping less paper is an important behaviour in an activity-based workspace, and we learned the 'hot, warm, cold' technique as a great starter for managing your paper," said project officer Nathan Ferguson.

"Scanning to a corporate filing system like HPE is also a good practice if you prefer to take written notes."

Check the tips in this issue for help to kickstart your paper independence.

Our paper independence sessions finished with the classic game of paper toss.

Just remember how good it feels to get rid of paper you don't need!



Above: The team at one of the recent paper independence sessions



Above: Communicating, IT, etiquette and the physical space were all up for discussion at the recent aides session.



## BUILDING LEADERS

Our B3Hub leadership team used a block building exercise as part of their leadership session for the B3Hub. They created models to describe their journey to activity-based working.



Your B3Hub Timeline

We are here

## B3Hub | Allied Health Activity-Based Working at Blacktown Hospital

Part of BMDH Project Stage 2 | WSLHD-BMDHProject@health.nsw.gov.au

Contact the project team | Robyn.Campbell@health.nsw.gov.au or Nathan.Ferguson@health.nsw.gov.au

# Paper Independence Day

Start by asking yourself these two simple questions, and then take action.

## 1. When did I last use it?

Start at your desk and drawers.

Look (really look) at each item and ask yourself "When did I last use it?"

If you haven't used it for a while, chances are it's because you don't need to keep it. Dispose of it.

If you need to keep it, consider how you will store it and where.

Try these paper challenges:

- Turn off the printer for the day, or make a decision not to print anything.
- Have a friend go through your stuff with you - it works for your wardrobe at home, it will work in the office as well. You have three vetoes if you don't agree with your friend's assessment - use them wisely.

## 2. Is it hot, warm or cold?

Still can't decide what to do with that item? Try hot, warm and cold (and we don't mean hide-and-seek). Consciously decide if you still need it, and if so, the best place to keep it.

**HOT**

**Stuff you're using right now.**

This belongs on your desk or in your bag.

**WARM**

**Stuff you'll need soon.**

You might keep it on your desk, in your bag, in your locker, in team storage or in a shared space e.g. the stapler might be at the printer.

**COLD**

**Stuff you are not using.**

Can you dispose of it? If not, can you keep it in your bag, locker or team storage in your new ABW space. Or does it belong in an archive?



Ready for the paper toss game! Good practice for decluttering!

# Paper Independence Tips



## DESKTOP DECLUTTER

- When you get back to your workspace, do this exercise or schedule time to do it this week
- Look at all the items in your workspace, or what you carry with you
- Take a photo of your space as it is
- Handle every item to decide if it's hot, warm, or cold
- Fling what you no longer need
- Store, or scan and shred
- Take a photo of your new-look space



## ONE-DRAWER WEDNESDAY

- Every week, tackle one drawer in your underbench unit or filing cabinet
- Shred or recycle any paper you don't need
- Scan and file anything you can, then shred or recycle the paper
- Work through your shared storage areas in the same way



## ONE-FOLDER FRIDAY

- Look at your desktop, digital files or shared files the same way
- Clear your desktop and move those files into their correct folders
- Are there files you no longer use or needs?
- Are there duplicates you can delete
- If you have images, can they be culled as well – just keep your top five for each event



## GO DIGITAL

- Try your sticky notes or another note program for note taking
- Take notes on paper, scan and file them, then recycle or shred the paper
- Use a note app on your phone or iPad, or One Note on your desktop
- Check your available LHD software and training schedule and update your skills if you need to - there are plenty of training courses available
- Sign up for HPRM training



## GET A BUDDY TO HELP

Work together or in teams to make decisions

## BOXING DAY

- Get a box and put all your desktop items into it
- At the end of the day, look at what is still in the box, untouched
- Is this a warm or cold item you can store or fling?



**MAGENTA MAN IS ON THE WAY, AND HE'S TAKING OUT THE TRASH**

Declutter days will be scheduled before your move to help you clear your workspaces of rubbish

**We are not headed towards offices that use less paper but rather towards offices that keep less paper.**



# Your B3Hub will have a range of resources to support your paper independence

## Personal

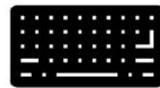


Wireless access

## Shared



Screen



Keyboard and mouse



Desktop PC

## Meeting rooms



Teleconference



Large screen monitor



Conference phone



Online room booking

# Need more ideas?



- Keep an A3 sheet by the printer and record your name and the item you have printed each time you use it.
- Place a post it note on a hard copy file with the date and your initials every time you reference it.
- Turn the printer off for the day and see what you can really do without it.
- Ban printed meeting agendas for the week.
- Create a temporary storage area if you're not sure what should be thrown out. If you don't use it in the next week/fortnight you don't need it.
- File fling: Clear out everything you no longer need or refer to.
- Have a friend go through your stuff - it works for your wardrobe at home, it will work in the office as well. You have three vetoes if you don't agree with your friend's assessment - use them wisely.

**Paper independence**  
=  
**Self-organisation**  
+  
**Storing and sharing**  
+  
**Using tools**