

WHAT ISN'T WORKING: Paper struggles in the digital landscape

by Jacqui Brodie



Despite numerous technological innovations that have changed the way we work, an issue we are facing as PAs is still the dependency on paper to execute activities that could otherwise be executed faster, more efficiently and in an environmentally conscious manner. It's time to start putting a stop to this!

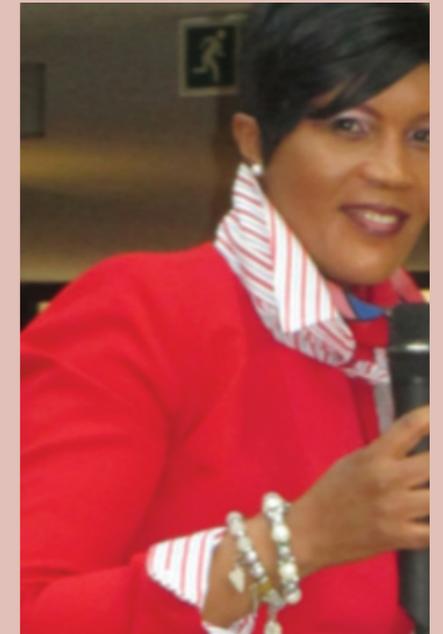
Are you and your executive ready to set yourselves free?

Is it possible that today it is still common practice that hardcopy versions of board meeting presentations and junkets are provided to all board meeting attendees. Some presentations can be up to +100 pages for one complete document; it means that with a total number of 12 individuals attending the board meeting a whopping amount of paper are printed.

In the day-to-day life of our business, we may not be fully aware of the astounding amount of paper we handle as many colleagues also find that their job requires them to work with large volumes of paper documents, but in the bigger scheme of creating an efficient and effective organisation remaining tied to paper is not just a monetary expense with regards to the purchasing of ink toners, printing paper, but also the cost of maintaining, upgrading and sometimes repairing printing machines. Not to mention the unproductive time spent whilst a printer is being repaired, or is not functioning properly or out of ink - the domino effect results not only in decreased productivity but also frustration and anxiety.

It's time to bravely embrace technologies like; smartphones, tablets (cell phones that are similar in size to tablets) to disseminate and access information more securely, conveniently and economically because who still wants to carry stacks of papers around when you can just use your smart device that you are already accustomed to!

I submitted a proposal to Management to relook at our challenges and I got some positive feedback. I invite you to free yourself of as much paper as possible.



Jacqui Brodie is Executive Personal Assistant & Office Manager Group CEO and to the Chairperson of the Board of the SA Post Office

She has over ten years experience in the profession, and reached the finals in the National Office Professional of the year Award (2013).

She is a member of the Academy of Excellence; has received PAFSA's Crystal Award in 2016, and has been a Judge of the PA of the Year Award.

Her life's motto is:

*Win if you Can, Lose if you Must,
But Never Quit.*