

# information

## Take control of your information

### How to improve information management:

- 1 Develop a corporate Information Management (IM) strategy, supported by policies and an IM framework.
- 2 Train and involve staff to ensure their understanding, acceptance and adoption of those policies.
- 3 Encourage a company culture of information sharing, while ensuring security and access control.
- 4 Understand that information must be managed from its creation to its disposal.
- 5 Assign responsibility for managing information through all phases of its life cycle.
- 6 Develop retention schedules to ensure that documents are kept only as long as they have value to the organization.
- 7 Share information from a central location, instead of creating multiple copies.
- 8 Get past its format and think about content: an email or wiki page may be an important corporate record!
- 9 Standardize the way you describe your information, to improve search and retrieval.
- 10 Develop an enterprise search capability to find information across different information stores.

**microworks** has been providing solutions for information workers since 1983. We can help you improve your information management.

We are a Microsoft Gold Partner. We have been deploying SharePoint solutions since 2001, and we also offer Microsoft Dynamics CRM solutions.

Using an ISO-compliant project framework, we define your requirements; design and implement the solution; and provide ongoing support to you and your staff as you adopt the new system. You are in control throughout the project, approving work in each phase.

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Information is one of your most important assets, but you cannot leverage that asset if you cannot find it.

### Did you know:

- High-level executives spend up to **one-third of their day searching for information** (Delphi Group)
- 68% of white-collar employees wish they could **spend less time organizing** information and more time utilizing it, while 40% indicate an inability to handle future increases in information flow (Lexis-Nexis)
- 71% of knowledge workers agree that it is easier to **locate "knowledge" on the web** than to find it within their internal systems (AIIM)
- Up to 58% of employees agree that **valuable mistakes are made** in their organization because the needed knowledge was not in the right place at the right time (Swaak, et al)

Learn more about information management good practices.

**Talk to us today.**