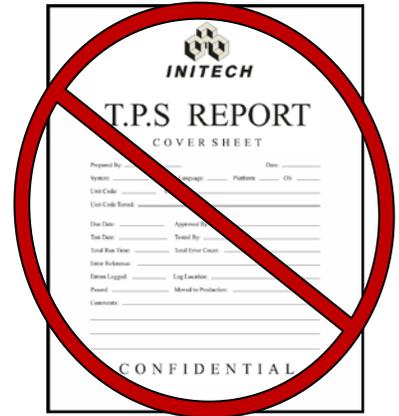


ELIMINATE Your Department's TPS Report!

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The vast majority of employees in any organization want to do a good job and be valuable contributors in the workplace. Given the opportunity and a constructive work environment, most people will exceed expectations. However, it is important to remember that your team members also value their personal efforts and resent seeing them squandered. Unfortunately, many work environments foster, or even *require* wasted effort.

A humorous (*albeit very accurate*) portrayal of this occurs in the movie *Office Space*. Throughout the movie, management is focused on the timely submission of TPS reports. No one seems to know why the TPS report is needed or what happens to the information contained in it. The TPS report appears to be irrelevant to the success of the company and is viewed as a complete waste of time by the employees.



Does your department have its own version of a TPS Report? While there may have been a valid reason for a particular practice or procedure at one point, it may have outlived its usefulness or the premise on which it was based is no longer valid, especially considering the many changes to our business over the past couple of years – *not to mention what's coming in the next few months*. Avoid perpetuating counterproductive procedures or introducing those that lack a clear purpose.

A very productive move may be to hold a "TPS Report" discussion at your next team meeting. Ask your people to help you analyze your team's existing procedures and eliminate (or revise) those of little or minimal value. You'll engage them in a positive process change and you may just discover that something that is being perpetuated is holding your team back from being more productive. Start to communicate the message that you encourage exploration and innovation that leads towards improving your team's real performance! Frame your discussion with your team's goals to reaffirm how important and essential their contributions truly are to the main goals of the organization!

In order for any team to have a genuine impact, it is imperative that every member of that team perceive value in how their time is spent each day. Although some mundane tasks cannot be eliminated, we can strive to create a dynamic work environment that values productivity over procedure.

> In case you are interested in introducing this topic with a clip from the movie, here is a link to an animated remake: <http://www.youtube.com/watch?v=GxOvLuNXbQs> as well as one to the original movie scene: <http://www.moviefone.com/movie/office-space/5403/video/film-fixation-bad-bosses-office-space/1670987>