What Information Managers Can Learn from Marie Kondo

How to Make Information Governance a Daily Habit





Who is Marie Kondo?

TIDYING UP
WITH MARIE KONDO

- World-renowned tidying expert
- Author of "Six Basic Rules of Tidying"
- Star of Netflix Show





Source: https://konmari.com

Poll Question #1

What is your biggest 'stumbling block' to tidying up workplace clutter?

- Knowing where to start: emails, documents, or other items
- Deleting redundant, old, trivial emails and documents
- A practical policy stating what needs to be saved/classified
- Worrying about deleting things needed for records/compliance



Marie's advice...

Commit Yourself to Tidying Up



- Records are not someone else's (i.e. Legal Department) problem
- Implement policies for your department...
- ...because many emails and documents are *business* records





Marie's advice...

Imagine Your Ideal Lifestyle



- Paint a picture of what success looks like
- Create practical policies and procedures business workers will follow
- Make the right thing the easy thing





Marie's advice...





- 'Default to dispose'
- Enable selective retention





Marie's advice...

Tidy by category, not by location



- Classify accurately using labels and metadata
- Apply consistent policies to emails, documents, and Teams conversations
- Make it easy to discover related items by related information, not location





Marie's advice...





- Start with emails and documents...
- Then Teams conversations...
- Then other Office 365 items





Marie's advice...

Ask yourself if it sparks joy



- Ask yourself if it makes you compliant
- Ask yourself if you can find what you need
- Ask yourself if you have peace of mind



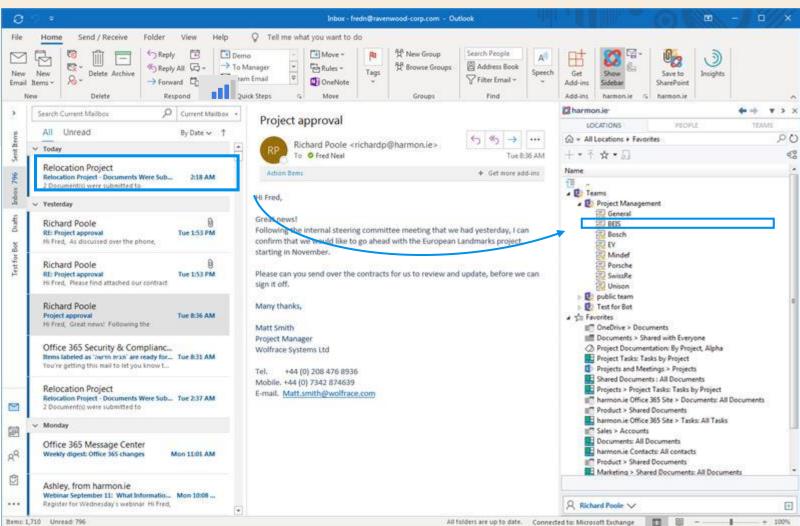
Poll Question #2

How do you store important business emails?

- In Exchange
- In SharePoint
- With Microsoft Teams
- Another document management system
- We're looking for a new solution

Make the Right Thing the Easy Thing





- Drag and drop emails and attachments to Microsoft Teams channels
- Specify 'Descriptive Labels' and retention in a single step





Apply for an Enterprise Trial



https://bit.ly/2m5SpEJ



