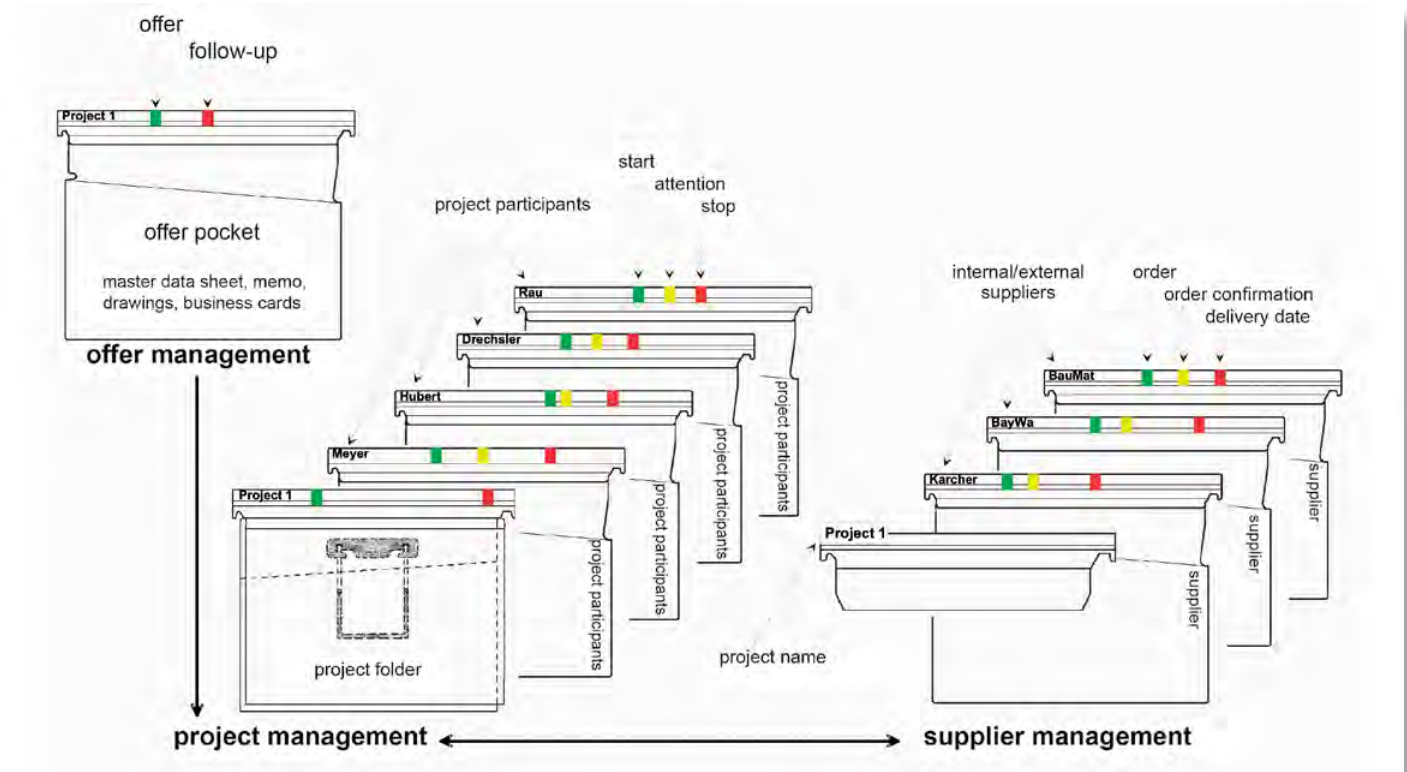




**Ihr kompetenter Ansprechpartner
für klassische Organisationslösungen**





5 Keep it small and simple

Important things in view

Organisation and communication are two important pillars for business success. An elaborate and consistent workflow management increases the cost-effectiveness, a plausible internal communication unlocks the creative potentials of the employees and increases their motivation for the benefit of the entire company.

Looking at practical experience

Project deadlines are often not met due to the fact that employees have no overview and lose the overall context. Only the identification of contexts combined with professional knowledge allows a quick response time when plan variances occur. The visualisation of important key points at the header helps keeping the overview.

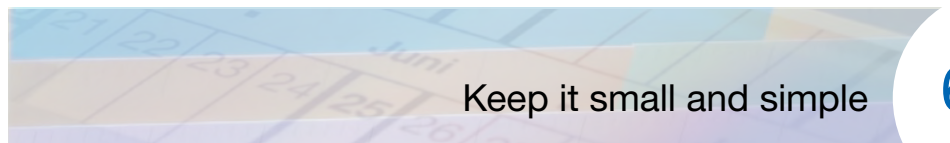
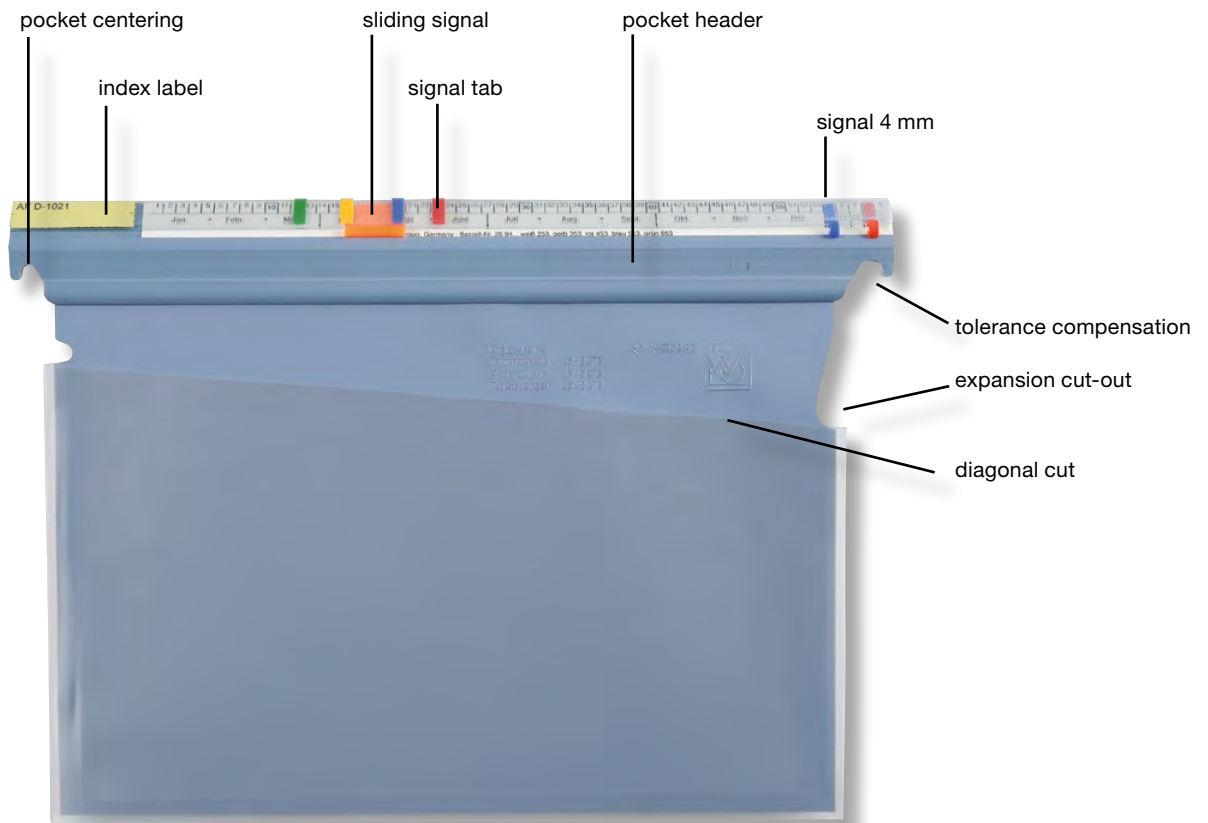
Setting signals

When the mind is clear, the soul grows wings – a fact which is not only rewarding in business negotiations, it also helps in many other areas to use people’s creativity purposefully. However, the truth is that it is relatively easy to “fly”. With a systematic, structured approach and the right visualisation tools, gruelling detail work turns into routine. Sufficient ballast is thrown overboard in order to be able to start. In this process, the Datoclip+ pocket systems are powerful tools. It is fun to work with them. They offer a wide range of application and at the same time, they are extremely simple and safe to handle.



... any questions?

We are glad to help!



Active filing

Whether you prefer the time saving loose sheet filing recommended by Kaizen or the safety of a binder for chronological filing, with Datoclip+ the entire project file is available in an up-to-date way.

Direct access

Alphabetical and numerical order combined with coloured dividers eliminates the search for individual files. The pocket's diagonal cut ensures easy insertion and removal.

Simply visualising

With the setting of coloured milestones, every file notifies itself. Customized scales inserted in the pocket header show immediately which project it is. When a project is finished, the scale gets replaced, and you can start again according to the motto – keep it small and simple.