

## MI CASA. YOUR CASA. No! Not at the office!

by Jacqui Brodie



It has become generally known that open space offices have an adverse impact on productivity due to a number of factors. The constant interruption into your space means your concentration is always compromised and therefore the quality of the outcome may also be affected.

Some officeworkers treat your office space like it's theirs too! But we have to inculcate a culture that is opposite to the saying of 'Mi casa. Your casa'.

What do you think of 'Mi office space not your office space'!

PAs who work in open plan settings cannot have the quality of their work compromised. Where there is no privacy we can end up being unwittingly involved in conversations that have nothing to do with their work, as in many cases the discussions are not work related and often it's gossip.

It's important to note that the interruption into your privacy does not necessarily mean someone physically coming into your space, it can be phones ringing, or walking around.

What do you find is most distracting to you?

Furthermore if you are a PA who is entrusted with important confidential information whether documentary or by discussion, that is likely to be compromised as you will not be able to conduct such confidential engagements where privacy is not guaranteed.

So in these cases one might not be able to properly apply our minds to this important and confidential conversation and therefore potentially make incorrect decisions which may have an impact on the organisation.

Do you think your current workspace is the best it can be?

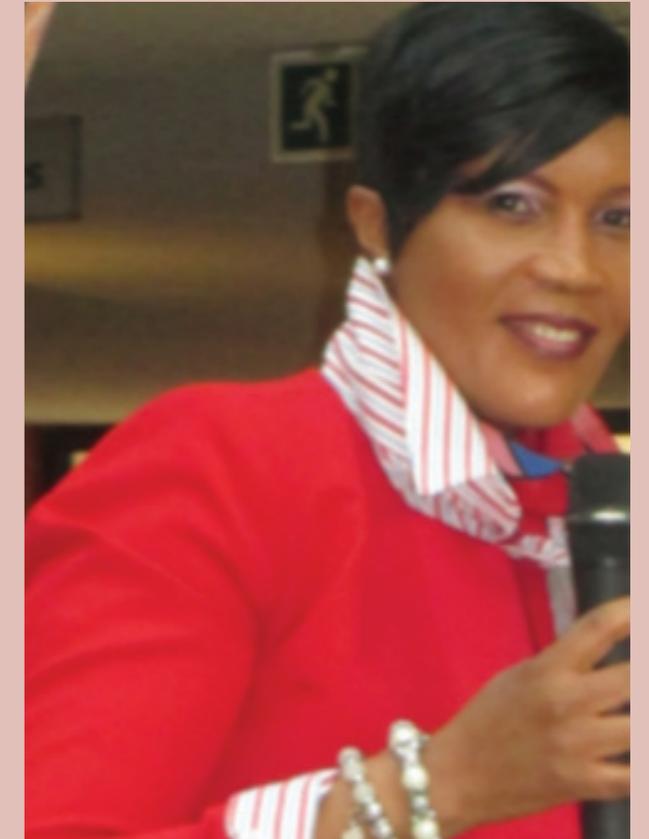
If you ever feel that the level of the information you have to deal with is going to be compromised then please speak to your reporting line for assistance.

I strongly believe that a PA's office should be designed in such a way s/he has privacy because of the nature of the work s/he does.

PAs handle sensitive and confidential information like:

- Board Decisions
- Exco Matters
- Employee issues
- Confidential electronic documents (anything that visible on your computer screen)
- Confidential paperwork (anything that is on your desk)

We can however overcome this by working discreetly; placing confidential documents in folders and not face up on our desks, speaking in softer tones and just being aware when we have external visitors in our work space.



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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.*