

A Process for Reducing Bureaucracy

Sometimes organisations/teams have ways of working that no longer make sense but are accepted as the norm. This tip is a way of getting rid of any bureaucracy that is no longer helping the organisation/team.

1. Nominate a day as – “Reducing Bureaucracy Day!”
2. A week before the “Reducing Bureaucracy Day!” send an email to everyone to let them know that next (say) Tuesday will be a “Reducing Bureaucracy Day!” and you will be asking everyone to nominate an existing way of working that he/she believes is no longer of any value to the organisation. This gives people a bit of thinking time.
3. On the “Reducing Bureaucracy Day!” put flip charts up in strategic places in your organisation e.g. the canteen, coffee areas, lifts etc. Next to each flip chart put Post Its and pencils. Across the top of each flip chart write something like “Bureaucracy We Can Do Without”.
4. Encourage senior managers to set an example by going round the flip charts and looking to see what people have put. Make a big point of this. Make sure a senior person takes a look at the flip chart every hour. Senior managers should also contribute to the flip charts if they have any ideas.
5. At the end of the day collect all the flip charts together and collate the results into a document that illustrates which ways of working were nominated and how many times.
6. Call together a meeting of key people to discuss the results and determine which ways of working can be discarded or changed.
7. Communicate the results and changes to everyone in the organisation.
8. Repeat as required!

These tips were written by [Ian Clarke](#). You find out more about making change happen in [A Useful Guide to Effective Change](#).

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