

## GET STARTED

# Map Out Your Workplace

Workplace mapping is one of the most effective ways for getting an idea of how people relate to one other.

## GET THE PICTURE

**Mapping it out will give you a visual picture about where people work and who works together and who's already involved in the campaign.**

- Chart all current employees (shifts and job titles) in all departments and locations.
- Capture all the networks that exist (across jobs, shifts, functions and individual connections).
- Identify any existing leaders and members.
- Develop a shorthand way to show whom you have talked to already.
- Assess areas of strength and weakness based on what you know.

## LOOK FOR PATTERNS

**Once you've mapped it out, look for patterns. Use this analysis to identify strengths and weaknesses and prioritize what to do first.**

- What groups do we need to make sure are represented on our committee?
- Are there large departments or groups of people that will be critical to building enough overall support?
- Is support concentrated in only a few areas, or is it evenly spread?
- In what departments do we lack activists? Are we reaching part-time staff? Night shift workers? Auxiliary locations?
- Are there certain areas, shifts or jobs where there are common issues that people care about?



### You Will Need...

- A list of all your co-workers
- Job titles
- Shifts
- Work locations
- Other information relevant to building a diverse representative committee in your workplace, such as language, gender, race/ethnicity, seniority, etc.

## TRACK AND PLAN YOUR WORK

Now you can use your map as a tool in your day-to-day outreach plans, track progress and update information based on what you learn.

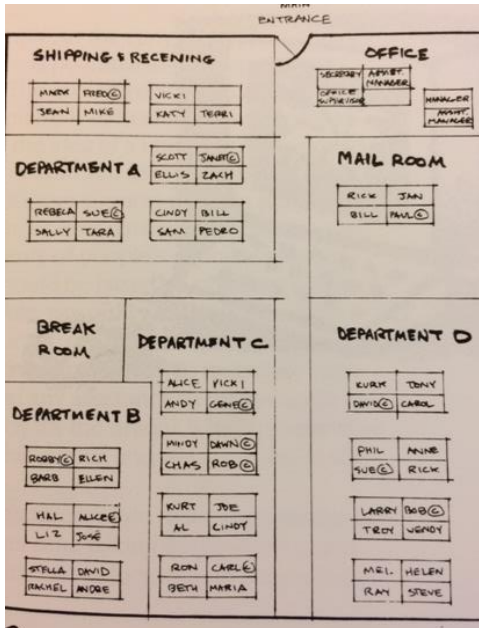
- When people volunteer to reach others, use the map to connect people and report back on what's being learned.
- Whom might we need to join our committee? Whom should we talk with to find out?
- Create a shorthand system for leaders so you can visualize areas where there is a lot (or little) involvement. Use this to strategize how to get more people involved.

### Update Your Charts Daily

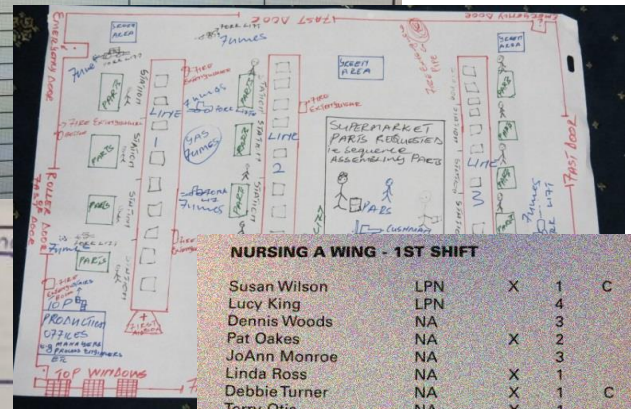
This will ensure you don't lose track of important information and will give you an accurate picture of where you stand at the end of each day.

## EXAMPLES OF MAPS AND CHARTS

Here are ways that people have mapped and charted their workplaces.



SHIFTS	WORK AREA		
	Paramedics	EMTs	RNs
24MW7a-7a			
Front End Day M, T, W 7a-7p			
24TTH7a-7p			
Front End Night M, T, W, 7p-7a			
Back End Day Th, F, Sat 7a-7p			
Back End Night Th, F, Sat 7p-7a			



NURSING A WING - 1ST SHIFT				
Susan Wilson	LPN	X	1	C
Lucy King	LPN		4	
Dennis Woods	NA		3	
Pat Oakes	NA	X	2	
JoAnn Monroe	NA		3	
Linda Ross	NA	X	1	
Debbie Turner	NA		1	C
Terry Otis	NA	X	1	
Nancy Hiller	NA	X	2	
Adele Cohen	NA	X	2	
Jennifer Norton	WC		4	

NURSING B WING - 1ST SHIFT				
Ben Zucker	LPN	X	2	
Marion Steward	LPN		3	
Sharon McGregor	NA	X	1	
Linda Griffin	NA	X	2	
David Dahn	NA		3	
Dawn Landers	NA	X	2	
Janelle Overton	NA	X	2	
Nancy Frost	NA	X	1	C
Mara Corley	NA	X	1	C
Sylvia Jeffreys	NA	X	2	

