

The background is a collage of four quadrants. The top-left quadrant shows a stack of papers with a blue tint. The top-right quadrant shows a clock face with a purple tint. The bottom-left quadrant shows a stack of papers with a green tint. The bottom-right quadrant shows a clock face with a yellow and orange tint.

# I.S.O. your life!

A valuable approach for ISO14001

L.Bouklis – M.Gelber  
INLAC 2007



# 1. Identify who you are

- PROS + CONS of you
- Collect your background information
- Evaluate your career, health, personal life, so far
- Consider your initial targets
- Collect others opinion about you
- Find out what makes you happy!

## 2. Continuous compliance to Legislation & Continual Improvement of your performance

- Can you be all time in compliance to the law?
- Can you prove it?
- Can you measure your performance?
- Can you identify some indicators for this purpose?
- How can you prove this commitment?



### 3. Policy

- Can you write down your personal policy?
- Can you sign it?
- Can you identify the possible risks by signing such “personal” policy?
- Can you update this policy?
- How often do you think?

## 4. Objectives & Targets

- “Calculate” your dreams
- Establish realistic & tailored to your abilities, objectives
- Work more on these objectives by finding specific targets within certain period of time & by using definite and, if possible, measurable targets



## 5. Programmes

- How can you achieve these objectives and targets without programming your actions and without identifying the relevant (financial, technical, HR) means?
- Do you have in mind any proactive or at least reactive actions that may support directly or indirectly your objectives and targets?

## 6. Operational Control

- How can you check yourself, whether you act well or bad?
- What could be the limits for your “Organization”?
- Can you identify limits regarding your living & working condition & relevant needs?



## 7. Internal Audits

- Proactive audits to your “suppliers” (of goods & services).
- Audit yourself according to your own Policy.
- Identify gaps
- Identify future actions

## 8. Proactive & Reactive Management's actions

- Proactive management is always the best option
- Reactive is the practical option for real life
- Learn from your experiences
- Identify the benefits from your proactive actions
- Identify the costs from your reactive actions

## 9. Measure your performance

- Measure your performance
- Use & then check the effectiveness of your indicators
- Identify the means for improving your existing performance
- Document your findings
- Communicate to other third parties your findings



## 10. Management Review

- Review your Policy and your initial Objectives and Targets
- Your programmes were efficient?
- What was the environmental outcome of your performance?
- What did you learn from this experience?

# 11. Communicate your results!

- Inform other people about your experiences
- Find out from others similar results
- Collect information about how can you be more efficient & effective!
- Then start working with your company!