

Start early!

The earlier you prepare, the less last-minute stress you'll have



Record all data sources for reference

So when the questions invariably come up, you know where to start!
i.e. Who, Where, When, What

Collect data regularly

Consider organising a schedule for regular data receipt if collecting data from a different department

Do the easy stuff first!

Focus on data you already have, it will create the foundation for you to build from!

Find willing supporters

Recruit help from people in the organisation who can get the information quickly and accurately

It is ok to send information as it
becomes available

Don't wait for everything to be compiled to send it through!

Delegate

When needed, as needed

Leverage your resources!

No need to reinvent the wheel, pick up the phone and give your
greenbase Account Lead a call!

Maintain good communication

With all parties involved

Leave it to the greenbase experts!

Contact your Account Lead for anything you are uncertain about
(go back and see Point 8)



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Makes Sense.