

SPOT THE bottleneck

Can you identify what is really slowing the work down?

Read each scenario, choose the most likely bottleneck, then check the answer. The point of this page isn't to catch anyone out, it's to show where workplace friction hides.



Scenario 1: Proposal Panic

Sales, finance and operations are all editing a proposal. Comments are sitting in email and Teams, and nobody is fully sure which version should go to the client.

What's the bottleneck?

- A** Too many Teams meetings
- B** Unclear file ownership and collaboration rules
- C** Slow internet



Scenario 2: The New Starter Maze

The new employee is added to multiple Teams on day one. Some are active, some are duplicates, and nobody can clearly explain which spaces actually matter.

What's the bottleneck?

- A** Poor onboarding and Teams sprawl
- B** The laptop need replacing
- C** The employee lacks confidence



Scenario 3: Automation Madness

Leadership wants to introduce Copilot, but files still live in different places, duplicates are common, and staff regularly hit permissions confusion.

What's the bottleneck?

- A** The AI tools are not advanced enough
- B** There's weak foundations, not missing intelligence
- C** There are too many AI meetings



Your takeaway...

Bottlenecks rarely sit where the frustration appears. Most of the time, the real issue is unclear structure, ownership, or collaboration design.

Feel familiar?

If these bottlenecks feel familiar, the workplace probably needs attention. Book a *Modern Workplace Review* with Apex to identify where friction is being created and what needs to change to make collaboration clearer, faster, and easier to trust.

www.apexcomputing.co.uk/modern-workplace



Answer: B

Why? The real issue is not the number of conversations. It's that there's no clear shared workspace, no agreed source of truth, and no named owner for the final version

The Fix: Use one shared workspace, one live document, and one named owner for the final version



Answer: A

Why? The problem isn't the person joining. It's that the collaboration environment has grown without enough structure, ownership, or clean-up so the new starter can't tell what's relevant

The Fix: Archive old spaces, assign Team owners, make collaboration model easier



Answer: B

Why? AI isn't the answer to a workplace that is still cluttered, duplicated, and hard to trust. If the foundations are weak, intelligence usually exposes the mess rather than solving it

The Fix: Reduce duplication, tighten permissions, and clean up the workplace before any AI adoption