



FIELD GUIDE

**STRUCTURING INFORMATION SO
CLIENTS CAN ACT WITHOUT
CONFUSION**

TANTA GLOBAL ASSIST

WHAT THIS FIELD GUIDE IS FOR

Establish standards for organizing information so clients can quickly understand and act without follow-up.

Why This Practice Matters in Client Work

Clients scan before they read. When information is poorly structured, even accurate work feels unreliable and slow to use.

Clear structure reduces friction, prevents misinterpretation, and supports confident decision-making.

Clear professional standards protect both you and the client.

Core Principles

- Structure guides attention and intent.
- Hierarchy matters more than volume.
- Clarity reduces client effort.

Common Failure Patterns

- Information ordered by creation instead of use.
- Key points buried under supporting detail.
- Inconsistent headings or layouts.

Practical Approaches That Actually Work

Organize information from the client's point of view. Lead with conclusions or outcomes when appropriate. Use grouping and spacing to signal priority.

What This Practice Helps You Do

Deliver Office files that are faster to understand and easier to act on.



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