



Workspace and Paperwork Management

Missing: One Desk! Reward: Personal Success!

When you look around your office, do you see desks piled so high with papers and stuff that you've lost the ability to see them altogether? Learn the quick and effective ways to create a daily work flow that sets your people up for career success. A clear desk increases productivity, eliminates the perils of lost paperwork, and allows everyone to feel on top of all of the projects they are managing at once.

During this presentation you will learn:

- Why it benefits your career to have an organized workspace.
- How to create a foolproof filing system that reduces time looking for papers, and eliminates lost paperwork.
- How to have a clear desk—everyday. So clean, that others will wonder if you're working!

Digital Clutter- If You Can't Touch it Does it Really Exist?

As we become more and more digital in our communication, we need to become more and more organized in how to read, reply, and store email. Digital clutter can be even worse than paper or physical clutter in preventing your employees from being productive.

During this presentation you will learn:

- How to effectively manage your email accounts so that you clear your inbox everyday, and no email goes unanswered.
- How to store emails for long term filing while maintaining quick access.
- How to create digital filing systems for that work for you.
- How to use email as an effective, time saving communication tool company-wide.

The Great Paper Debate: To Toss or Not to Toss

For years we have been working towards "The Great Paperless Society." Today, while we're drowning in email, we're still drowning in paper! This seminar will give your people the tools you need to identify the important papers, and why they need to keep them. This will also shed light on papers that they think they need to keep, but can easily get rid of. We will also discuss how to store those important papers, and ways to manage the daily paperwork that cannot be avoided.

Time Management at Home and at Work

The Balancing Act

When you're organized at work, you can accomplish more, and can leave on time. When you're organized at home, you have more time to do the things you love. Organization is the key to achieving a work/life balance. We'll show you the **10 simple steps** you can take TODAY to make a positive impact on your life.

During this presentation you will learn:

- How to set goals for organization, and find your motivation to get organized.
- How to create a time journal to understand how you are spending your time, and where your opportunities are to gain back time.
- How to change your way of thinking to overcome your previous setbacks to living an organized life.
- How to put an action plan in place to ensure that the goal's you've set become the goals you've met.



Time Management at Home and at Work

24/7/365

We all have the same amount of time. What do you do with yours? Most people find that they get things done “just in the nick of time.” In a world full of clutter, time is the one thing everyone needs more of. This seminar will give you the tools you need to identify and evaluate how you are spending your time on a daily basis. Once you find and eliminate wasted time, you will be able to accomplish more each and every day.

During this presentation you will learn:

- How to minimize meeting time.
- How to get the most out of time spent with your coworkers/employees.
- Take back your day and accomplish what really needs to get done.
- Stop putting out fires and start making progress on the big projects.
- How to leave work on time and achieve a better life balance.

Hit Me With Your Best Shot!

Our most popular presentation. See if you can stump me by bringing your toughest organizing questions to this presentation! We will discuss organizing products, techniques, and quick tips to help you get any area of your home organized once and for all! Attendees are also encouraged to bring photos of their disorganized spaces.

Breakout Session For Women – Let’s Get “Purse-onal”

The contents of one woman’s purse can be much different than that of another. What you carry with you is a personal choice. But how much is too much? Learn what items are essential, and more importantly, what NOT to carry. You will no longer feel the need to carry everything AND the kitchen sink!

During this presentation you will learn:

- What you REALLY need to carry in your purse.
- The best type of purse to carry.
- What you should NEVER carry in your purse.
- How to stop your purse from becoming a catch all for your whole family.

Please note that all of the above can be combined, and made into workshops if you would like a half or full day presentation. Or, we can work with you to develop a custom presentation for your group.