

OPTIMIZE YOUR OFFICE – GO FROM PILES TO PRODUCTIVITY

Is your “to file” pile taller than your filing cabinet?

83 dried out pens, 54 broken rubber bands, ripped envelopes, old coffee cups – wouldn’t it be wonderful to have a functional workspace instead of a cluttered mess of a desk?

This presentation will help you get your work space under control, whether you work from home or in a more formal business setting. Learn how to set up an easy-to-maintain desktop center that will keep important papers at your fingertips and be able to turn your cluttered desk into a functional and efficient workspace. Find out about the best filing systems to help you retain and retrieve those important documents. You will also learn about the “5 D’s for Quick Decision Making” – a system designed to help you make easy and fast decisions about what to do with that daily deluge of paper – the mail! Reclaim your desktop, countertop, filing cabinet, dining room table, office floor, or any place that has become overwhelmed by paper clutter. Never miss another deadline, lose another important document, or waste time spinning your wheels again. Learn how you can get your business or home office organized so you can have more time, be more productive, and be able to focus on growing your business!