



About Organization Solutions

Organization Solutions, LLC provides organization services to businesses and organizations – doing for the office what lean manufacturing does for the production floor. Services include consulting, productivity training, and office organization.

- **Consulting** includes evaluating business processes and designing solutions, including Access databases and forms & templates in Excel and Word, to streamline workflow.
- **Productivity Training** includes workshops designed to teach people how to literally “do more with less”. Available workshops include:
 - **Productivity workshops:**
 - The GO System: a common-sense approach to organizing one’s work and workspace – reducing time spent looking for things and increasing work/life balance. It’s a 3 ½ hour workshop that provides amazing tools and techniques that participants can implement immediately for increased focus, organization, and productivity.
 - Project Management Made Easy: uses GO System principles as well as a very simple approach to creating usable, manageable action plans via Excel.
 - **Microsoft Office Applications Workshops:**
 - Outlook: Making the Most of Outlook (3 hours)
 - Excel: What Everyone Should Know About Excel (3 hours)
 - Word, Excel & PowerPoint: additional workshops available upon request
- **Office Organization Services** simply consist of a hands-on service for implementing time-saving techniques and principles in the workplace

About Janet Jackson

Janet Jackson founded Organization Solutions in 2001 with a simple mission to help others become more organized. It has since evolved into a successful consulting practice helping businesses and organizations implement more efficient workflow processes and business solutions. With a degree in Business Administration, Jackson combines her education, experience, profound knowledge of Microsoft Office® and natural gift for organizing to bring increased productivity to individuals, businesses and organizations.

- **Professional Experience & Education:**
 - Owner / Consultant – Organization Solutions, LLC; Piqua, Ohio, 2001-present
 - Clients include government agencies, higher education institutions, non-profit organizations and manufacturing operations. A list of references is available upon request.
 - Adjunct Faculty – Edison Community College, Piqua, Ohio, 2002-2007
 - Purchasing Systems Functional Specialist – Honda of America, Marysville, Ohio, 1995-2001
 - Bachelor’s Degree in Business Administration, 2nd major in Psychology – Taylor University, Upland, Indiana, 1993, graduated with honors
- **Professional & Community Associations:**
 - National Association of Professional Organizers (NAPO), Golden Circle Member
 - Certified Trainer for The GO System
 - Piqua Rotary Club Member
 - Piqua Area Chamber of Commerce Member

For Additional Information or to Contact Janet Jackson:

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