

## **Office Organization**

### **Why Organize?**

According to a survey conducted by the National Association of Professional Organizers, more than 28% of office workers surveyed said that they believed they could gain an hour of productivity everyday if they or their office were more organized. Investing in organization consultation is an investment that is certain to provide a quick return! Organization Solutions provides two options for increasing organization and productivity.

### **Option 1: Office Organization**

#### **Session Includes:**

- Assessment
- Design solution
- Solution implementation
- Methods for maintaining the new design solutions

Materials used for implementation are billed at cost. A list of materials can be provided prior to the session if you would prefer to purchase them in advance and have them available.

#### **Individual Office Organization Consultation: \$250 + materials**

On-site consulting for one workspace – up to 3 hours\*: \$250

Benefits:

- Increased follow-through and achieved deadlines
- Reduced clutter and time spent looking for documents
- Greater focus on projects and tasks
- Fewer interruptions and improved ability to recover from those that still occur

*\* Any additional consulting hours charged at \$80 / hour*

### **Option 2: GO System Implementation Services**

#### **GO System Workshop Information**

GO stands for Getting Organized! The *GO System* is a proven, simple, step-by-step process to help people become more organized, focused, and productive every day. The main body of the system includes a simple-to-implement solution for managing incoming items (e-mails, phone messages, mail, papers). During the workshop, the participant will also learn how to process these items and tasks efficiently, eliminating missed deadlines, reducing stress, and freeing the office of clutter. A variety of other issues that affect organization and productivity, including over-committing, multi-tasking, and priority setting, are discussed with solutions for addressing those as well. Included with the workshop is an implementation kit and personal follow-up coaching by the instructor, intended to provide the participant with every opportunity for success! The *GO System* is easy to understand, easy to implement and easy to maintain. The class is 3.5 hours in length with breaks included. Please contact Organization Solutions for workshop dates or to discuss scheduling group training on-site.

## **Session Includes:**

The implementation session will build on the information learned during the workshop as well as implementing the desired techniques. GO System Implementation Services include:

- Assessment
- Design solution
- Solution implementation
- Methods for maintaining the new design solutions

Materials used for implementation are billed at cost. A list of materials can be provided prior to the session if you would prefer to purchase them in advance and have them available.

### **Individual GO System Implementation: \$175 + materials**

Pre-requisite: Attendance in a GO System workshop (workshop fee not included in Implementation Services fee)

On-site consulting for one workspace – up to 3 hours\*: \$175

Benefits:

- Increased follow-through and achieved deadlines
- Reduced clutter and time spent looking for documents
- Greater focus on projects and tasks
- Fewer interruptions and improved ability to recover from those that still occur
- Reduced stress and improved work/life balance

### **Group GO System Implementation: \$350 + materials**

Pre-requisite: Attendance by all in a GO System workshop (workshop fee not included in Implementation Services fee)

On-site consulting for unlimited number of workspaces – up to 3 hours\*: \$350

Benefits:

- All of the individual benefits, plus:
- Improved service to customers
- Improved support to colleagues and supervisors
- Reduced time lost when absences occur

*\* Any additional consulting hours charged at \$80 / hour*

## **For More Information, Contact:**

Janet Jackson, Professional Organizer & Productivity Consultant  
Organization Solutions, LLC  
jjackson@organizationsolutionsllc.com  
937-623-1872

Or visit [www.OrganizationSolutionsLLC.com](http://www.OrganizationSolutionsLLC.com)