



## Organizing for Productivity

# Oiling the “Well-Oiled Machine”

For most people, “getting organized” means taking a half a day, or coming into the office on a Saturday, cleaning off their desk, and straightening up their office. But in reality, getting organized is like getting in shape...it isn't a one time event, but a change of mindset and a commitment to maintaining a system.

Becoming organized means that “things” have a specific place. Every document. Every email. Everything! If there isn't a place, you know in your mind where a new “place” will be created, because it is a well-conceived system.

In this seminar, attendees will discover things that are costing them time from their day. They will learn ideas and strategies they can implement to become more organized and save time.

From getting the top of your desk permanently cleaned off, to arranging the things on top of your desk, setting up a filing system, to adopting a new mindset that will carryover to your garage, your closet, and your pantry, this presentation will help you to become an organized person... or at least give you the tools to work toward that.

*Randy's training helped me feel so much better from the moment I walk in the door just not having to look at the stacks awaiting me. As a result, I find that I am better able to get started on the task-at-hand first thing in the morning rather than wading through the piles.* Sharon Arthur / Controller / eBank Systems / Lubbock, TX

**Teaching the Essential Elements of Excellence for work and life!**