



Completely Organised Program™

Lack of organisational skills can destroy the efficiency and productivity of your employees. Through our half day or full day workshops and follow up coaching sessions with your staff, we will teach them the knowledge and skills of organisation and creating sustained order in their offices or workspaces, not just “clearing up the mess.” The **Completely Organised Program™** is designed for clients who would like to improve the overall workflow and personal efficiency of their management teams or staff.

How the program works....

The program begins with a full day workshop for your team. The workshop demonstrates proven principles for developing a coherent information infrastructure for the office by educating attendees on paper workflow systems, paper filing systems and storage, electronic documents, time management, personal productivity and efficiency. This is followed by extensive one –on one coaching sessions conducted in their individual offices or workspaces. This hands-on approach reinforces measurable and sustainable changes to their work environment.

The workshop

- Includes case studies from real people.
- Focuses attention on key problems and real solutions.

Completely Organised Program™ Details...

The coaching sessions....

- Are Personalised and hands-on
- Are conducted in the individual's work space

The goals....

- Find any paper or electronic file in 10 seconds or less
- Be more productive and save up to one hour a day
- Gain 25-40 % more storage space
- Establish a place for everything

Participants will learn...

- How to improve their personal efficiency by getting organised
- The 5-step personal efficiency system that can be implemented immediately
- How to file correctly so they can find any paper or electronic file within 10 seconds
- How to deal with competing priorities and maintain order during times of high-stress
- How to organise their inbox and manage their emails more effectively
- How to get things done by planning, prioritising and combating procrastination
- How to increase their productivity and save up to 7 hours a week
- How to organise their day so they can achieve a better work/life balance
- How to deal with external interruptions and internal

