



ORGANIZATION SKILL SETS

Setting corrective measures to ensure clarity, motivation and productivity

While trying to complete our every day tasks, responsibilities and obligations we must always include a well-balanced meaningful lifestyle. During our sessions we will work as a team to build a stable foundation designed on the needs of your work, home and community.

**“Clutter is nothing more than postponed decisions”
– Barbara Hemphill**

Topic 1:
Evaluate current circumstance and desired outcome. Define improvements and preferences. Space recognition and environmental setting. Appearance vs. Productivity

Topic 2:
Technical issues & digital will being. Operating systems. Filing methods, work & home functions. Labeling. Boundaries. Effectiveness vs. Proficiency.

Topic 3:
Time management and schedules. Physical organization. Priorities. Expansion for future growth. Reliability vs. Accountability.