

## What Would You Do With An Extra 12.5% Of Productivity?

You're sitting there working on a major client proposal with the deadline fast approaching. You're in the flow, writing powerfully and **SLAM!** Where are your client meeting notes with that one critical detail you need NOW.

The clock is ticking as you rip through the piles of papers across your desk for the one page you had in your hands just a few hours ago.

Excellent work and productivity requires focus and concentration.

The Wall Street Journal reported a study by global office supply manufacturer Esselte. The average U.S. executive squanders six weeks a year searching for important documents lost in clutter. At an annual salary of \$100,000, that clutter bill comes to \$8,667 for just the executives time.

The flow of information in your workplace can easily turn into an uncontrolled flood. At the same time your business depends on it. Every hour donated to disorganization at minimum costs you money. It may even cost you your health or business.

*Getting organized is very freeing. My mind is clearer as a result of my space being neater and organized. I can work more efficiently.  
- Darshana Weil, Inside Out Nutrition*

### The paper-MORE office

Remember that talk about the paperless office? Congress even passed a "Paperwork Reduction Act in 1980 and amended it in 1995. How's that working out...

Office Systems Magazine reports that the document for a Boeing 747 weighs more than the plane.

Xplor International reports that paper use is growing 6-8% each year. The number of pages printed will more than double between 1995 and 2005.

### Information Saturation

What about technology in this "Information Age"...

According to the Wall Street Journal, white collar workers on average waste 40% of their workday because they were never taught organizing skills to deal with increasing workloads.

According to Document Magazine, email is increasing print volume by 40%.

Reuters surveyed managers in 2000 and reported:

- 49% feel they are unable to handle the volume of information received;
- 38% waste substantial time trying to locate information;

- 47% say collection of information distracts them from their main job responsibilities.

*<Company> helped me enormously at a critical time of transition and growth in my business. I had developed a certain level of organization already, but it was not adequate when my business expanded. She helped me to set up organizational systems that would allow me to take my business to the next level - organizing how I store information, build new client records and track them through each project to the archiving stage.*

*- Kathryn A. Rogers, Architect, Sogno Design Group*

## **Greater Productivity = Increased Profits**

Organization is not an end in itself, but a means to an end. For your business that end is higher productivity leading to increased profit.

As a professional organizer, I create customized organization systems and business processes that accommodate and support your work style, industry and budget. Working with <Company> will save your business time and money in multiple ways:

- office layout that supports work functions
- paper and computer file and retrieval systems
- to-do systems to manage tasks and appointments
- functional business forms
- financial organizing to track cash flow and make tax preparation a breeze
- individualized computer training - task specific or software specific

Do understand - spending an afternoon straightening up piles and filing things away will make your office neat - temporarily. But when you have systems and processes implemented that are specific to your office and your needs you'll have immediate, on-going AND additive benefits.

Disorganization is a limitation that effects the speed your business can grow and prosper. Is disorganization the weakest link in your chain?

## **Go from piles to performance with <Company> Call <phone>**

*Hi <name>, I just walked into the clerical office and opened the blinds to let the sunlight in and thought to myself, "I just love this office." And then of course, I thought of you and your steady good natured diligence that got it to where it is now. I think about how much I like the new clerical office every time I walk into it, and so does Trudy and we often exclaim it out loud. It's not just a functional working office, it's a really pleasant space that perfectly meets our needs. Thank you, you are great at what you do.*  
*Susanne Cohen, Attorney at Law*