

TRANSFORMING COMBAT ZONES INTO COMFORT ZONES

Newsletter - September 2009

In working with more and more business clients, I have seen lots of piles of papers, overloaded filing systems that no longer function correctly, overflowing in-boxes and way too many post-it note reminders affixed to computer monitors.



The good news is that there are solutions for each of these situations. The even better news is that The Organizing Zone has embarked on its own back-to-school program and I am currently enrolled in an intensive program to become certified as a Productive Environment Specialist.

So what does this mean for my clients?

We will work together to create a productive environment for them. A productive environment is defined as:

- A setting in which everything around you supports who you are and who you want to be.
- A setting which is created by managing time, space and information.

Within this environment, I will create customized solutions which will enable them to:

- Know what to do with every new item that comes into their office.
- Find documents within seconds.
- Save both time and money.

Find out your productivity score

If you aren't feeling terribly productive now that vacation is over and you are back to work, it is time to assess your productivity. **Contact me** and I'll send you a copy of the **Productive Environment Scorecard** and in just a few minutes you will find out your productivity score.

Stay tuned for next month's newsletter as it will include an overview of the additional resources that I can offer clients as a result of my training. In the meantime, to learn more about **Creating A Productive Environment** [read](#) an article that I recently wrote.