

Increase Your Company's Productivity and Profitability

Fact: The average executive wastes 180 hours per year looking for misplaced and misfiled documents.



Get Organized

Having trouble knowing where to start? We can help.

Hiring a professional organizer is a smart investment in your business. **In today's economy, business professionals cannot afford the wasted time and money disorganization can cause.**

If you have ever spent time recreating a lost document, or missed an opportunity because of misplaced information you could benefit by getting organized.

Services We Offer

- Office Organization
- Time Management
- Work-flow Systems
- Group Presentations

*Organize Your Office . . .
SIMPLIFY Your Life.*

(805) 602-2096

www.OrganizeCoach.com

