

Life's Too Short: Get Organized!
Managing Your Desk, Time, Goals, Life!

Optional title: *Managing the Top of Your Desk*

Session Objectives:

- Manage daily paper flow in the office
- Organize to quickly find information
- Manage your projects, goals, and day

Do you ever feel like there is not enough time in the day to accomplish all you want to do? Ever think that if you just had the time to get organized you would save time searching for what you need? Do you feel buried in paperwork, lost in the clutter and harassed by all the details?

This session will provide practical solutions for controlling paper flow, organizing your desk and your workday. You will learn how to improve prioritizing, organizing information, and setting goals. You will gain the ability to find things at a moment's notice! You won't *forget* things any longer. Most importantly you will free up your mind for creative thinking rather than be a "walking to do list" (watch people stumbling by, muttering things they need to do in hallways and elevators!)

We tackle myths, misconceptions, and obstacles to staying organized. Solutions include: Five Steps to Solve *The Paperwork Crisis*, To File or Not to File, and Digging Your Way Out!

This is a content rich seminar with more ideas than possible to implement right away. You choose the most urgent area to tackle first. Leave with a clear, easy-to-follow process to start getting organized right away!

Jennifer Rousseau Sedlock