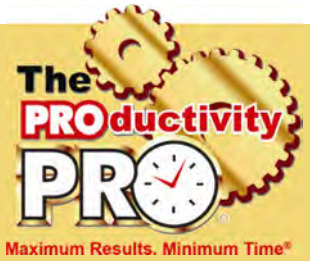# ORGANIZING YOUR OFFICE AND YOUR LIFE
Survive Information Overload and Clear the Clutter

PROGRAM DESCRIPTION

Do you get 200 emails every day? Do you feel like you're slowly drowning in a sea of paper? Does the sight of your messy office and overflowing in-box frustrate you? Then this course is for you! You may work hard. But if you're disorganized, every step is a struggle. In this age of downsizing and a do-more-with-less mentality, efficiency is more important than ever before. This course will help staff members, professionals, and managers stay on top of it all. You will gain scores of new tips and techniques for bringing order into your life, both personally and professionally!

COURSE OBJECTIVES

» Understand the difference between being "tidy" and "organized."	» Implement six simple, practical options for handling voice mail.
» Learn six crucial brain shifts you must make to be organized in today's workplace.	» Keep track of time-sensitive documents and action items.
» Take a quiz to determine if you're a "paper" or an "electronic" person.	» Organize any area systematically with a five-step process.
» Construct and use the eight types of files.	» Sort, process, and store email, paper, and voice mail quickly and systematically.
» Discover six different choices for handling a piece of paper.	» Learn where to put "pending" items or papers requiring future action.
» Keep your email inbox clear and empty at the end of each day.	» Toss unnecessary papers and avoid the packrat syndrome.