

Systematize Your Way to Success

A COLLECTIVE TRANSFORMATION FROM CHAOS TO CLARITY!

This 6-month program sets you up for ultimate success in your workplace and your life with simple, adaptable, realistic tools for tackling the following issues related to disorganization:

- ✓ Creating Productive Spaces – de-clutter your life, and lose the piles once and for all
- ✓ What's on Your Plate – a system for getting control of your daily workload (paper form)
- ✓ Taming the Technology Tiger – get your email inbox to ZERO and keep it that way
- ✓ Get Realistic about Productivity – a system for setting your daily and weekly schedule up for success
- ✓ Multitasking vs. Unitasking – the fine art of FOCUSING
- ✓ Overcoming procrastination and perfectionism
- ✓ Follow up and follow through – ongoing mindset, accountability & responsibility
- ✓ coaching Creating and maintaining home systems as well

All so that you can achieve:

- ✓ Total efficiency and productivity in your workplace – same work done in less time!
- ✓ Confidence and reliability regarding colleague and client responsiveness and deliverables
- ✓ Anxiety-free management and processing of daily incoming emails
- ✓ Eliminate risk of “dropping balls” due to disorganization and lack of systems
- ✓ Improve and restore reputation for getting things done
- ✓ Focused work time slots on daily calendar to complete important

What's Included:

- All systems/strategies for the issues outlined above
- Materials/PDF templates for all systems
- Homework assignments
- Wendy's book, *Enough is Enough, Get Control of Your Stuff*
- Two 45-min. group Zoom sessions per month (live & recorded)
- 8 Content/4 Q&A calls
- 1:1 15-minute private session
- Group private Facebook page
- OrgBoot Live 1-day Masterclass Retreat in Atlanta

Total Investment: \$497 per month/6 months = \$2,982

