

HOME OFFICE & SMALL BUSINESS ORGANIZING



Business owners agree: *“It is not just how much money you make. But, how much you get to keep.”* Now you can work with the Organizer Extraordinaire by phone or via web meetings to get world class productivity coaching from your own office! Contact me about ongoing classes and personal consultations – especially for small business owners, just like you and me.

HOME-OFFICE OR SMALL BUSINESS OFFICE MASTER PLAN: one session

You get a comprehensive review, evaluation, redesign and development of Office Layout through Workflow and Filing Systems. Your follow-through resources include my organizing tips book and one 30-minute phone focus session. Together, we'll generate and review your customized step-by-step Action Plan, ideal Workspace Map and Resource List.

Before Eve: office chaos and stress. After Eve: I can find what I need, when I need it. Which means I not only work better, but I feel better, too.

Jack Rhyne Photography

SMALL BUSINESS OFFICE ORGANIZING TUNE-UP: three sessions

For process is for the small business owner and their partner or an assistant. We'll start with your dual customized Master Plans. Then, we'll co-create office systems that support achieving your business goals. Plus, you'll both get better results from your working relationship. Resources included: organizing tips book and one 30-minute phone coaching call for each session.

The level of order you opened in my life enabled me to refine my whole work process. Knowing I'm organized makes it easy to handle the paper generated by my largest client yet. I've eliminated the step of worrying about processing it all. My assistant and I say—Thanks!

Maureen Jung, PhD, Wordspring Consulting

BUSINESS OWNER ORGANIZING FOR PERFORMANCE PLUS: five session series

Guaranteed to increase your personal productivity by at least 25 percent! Customized to your needs, this process includes all of the above sessions, plus Workstation Ergo-Audit, desk systems review and redesign and Workflow systems implementation. You'll benefit from blending computer and paper systems. We'll build skills essential for you to *maintain* streamlined work areas and set up information systems to support *excellent* performance. In addition to the Master Plan resources, you'll receive five 30-minute phone focus sessions to keep you on target.

Eve truly made a difference in my company. She quickly assessed the movement of documents and the delegation of key responsibilities to help my team refocus on our success. And not spend time searching for scraps of paper – the reorganized paper and people flow has improved everyone's attitude!

J. Broida, President, Lotus Construction



**Author, Speaker
& Consultant**

ABOUT EVE ABBOTT, THE ORGANIZER EXTRAORDINAIRE:

Since 1988, Eve Abbott has taught small business owners how to work 25% more effectively with less stress. Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain*: The guide to using your brain style for small business success". Eve earned her degree in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential. The Organizer Extraordinaire appears in The New York Times, Home Office Computing and Working Woman articles.