

# ORGANIZING YOUR OFFICE— BEFORE AND AFTER THE MOVE<sup>©</sup>

BY EVE ABBOTT

## *How can you organize your office for the upcoming MOVE?*

Commercial movers estimate that a minimum of 20% of all the items that they are paid to move will be discarded in the new location. Plus, moving falls just behind death and divorce on the Human Stress Index. Planning for change is a primary factor in reducing stress for everyone. Participants leave with a blueprint for improving their work systems while preparing for the MOVE.

- ∅ Get prepared for the move into your new workspace: use the Moving Checklist to save your time and money.
- ∅ Give yourself a Personal Performance Tune-Up: Planning your personal best workspace before the MOVE.
- ∅ Your Ergonomic Eye will reveal the most advantageous computer set-up for you.

“Organization is key to better performance and stress reduction. Eve delivers both!”

**Rosemary Wesela, Executive Secretary, KRON-TV**

“Very helpful, and I think I may really apply enough to make a difference.”

**Welcome Fawcett**

## ABOUT EVE ABBOTT, ORGANIZER EXTRAORDINAIRE



**AUTHOR, SPEAKER &  
CONSULTANT**

Since 1988, Eve Abbott has developed productivity systems for corporate managers and entrepreneurs so their teams can work at least 25% more effectively through her programs and hands-on consultations.

Ms. Abbott is the author of *How to Do Space Age Work with a Stone Age Brain* (2003). She has degrees in Sociology and Psychology from the University of California and holds a Lifetime Adult Teaching Credential.

The Organizer Extraordinaire is a popular guest on TV and Radio and appears in *New York Times*, *Home Office Computing* and *Working Women* articles. Her clients range from Hewlett Packard to Townsend & Townsend & Crew LLP and Alameda County as well as countless professionals.