

ORGANIZING YOUR OFFICE: BEFORE AND AFTER THE MOVE

How can you organize your workspace for the upcoming MOVE?

Moving falls just behind death and divorce on the Human Stress Index. Planning for change is a primary factor in reducing stress for everyone. Plus, 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. Participants leave with a customized blueprint for improving their work systems while preparing for the MOVE.

- Improve productivity before, during, and after the MOVE.
- Quickly set up new workspace for optimum efficiency.
- Use the Moving Checklist to minimize crises and reduce stress.

"Without Eve helping us with our last move for 200 people we stored over 2,000 boxes. We only needed one box in two years and we've got five more years before we can destroy them and stop paying for the storage. This time with Eve, we moved 600 people and had only one-fifth of the archived materials!" George Smithson, Facilities Manager, Siemens Electronics

ABOUT EVE ABBOTT, ORGANIZER EXTRAORDINAIRE



**AUTHOR, SPEAKER,
& CONSULTANT**

Since 1988, Eve Abbott has developed productivity systems for managers and business owners so their teams can work 25% more effectively while reducing stress. Her Performance Tune-Ups combine workshops and hands-on consultations.

Ms. Abbott is a contributing author of the book, *How to Do Space Age Work with a Stone Age Brain* (2006). She earned her degree 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. 'Moving' Clients range from Siemens Electronics to the Alameda County Counsel's Office and ResourcePhoenix.com.