

## PERSONAL & SMALL BUSINESS TUNE-UPS

So, just how do you get more done with less?

Together, we'll redesign the way you work, reconstruct your office and customize new ways for you to take care of business from the inside out! It starts with a realistic Master Plan based on your learning style, objectives, and work habits so you can get more business done in less time, while reducing stress. [Now you can work with me by phone or with web meetings to get world class coaching from your own office!](#) [Contact me about ongoing classes and personal consultations – especially for small businesses, just like you.](#)

### **MASTER PLAN: one session**

You get a comprehensive review, evaluation, redesign and development of everything from Office Layout to 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 Site 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, Photographer**

### **TANDEM TUNE-UP: three sessions**

For business owners and their partner or their assistant. We'll start with your dual customized Master Plans and co-create office systems that support achieving your business goals. Plus, you'll both get the best 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 helped open in my life enabled me to refine my whole work process. Knowing I'm well organized makes it easy to handle the paper generated by my largest client yet. I've eliminated the step of worrying about getting it all processed. What can I say—but Thanks!*

**Maureen Jung, PhD, Wordspring Consulting**

### **PERFORMANCE PLUS: five session series**

*Guaranteed* to increase your personal productivity by at least 25 percent! Customized to your needs, Performance Plus includes all of the above, PLUS Workstation Ergo-Audit, Desktop systems review, 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 individuals and 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™* (2005). 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.

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Eve Abbott ✦ Organizer Extraordinaire ✦ (510) 528-4950

[EveAbbott@Organizer-Extraordinaire.com](mailto:EveAbbott@Organizer-Extraordinaire.com) ✦ [www.Organizer-Extraordinaire.com](http://www.Organizer-Extraordinaire.com)