



The Seven Deadly Office Sins – Identifying and Overcoming the Devilish Habits that Zap Productivity in the Workplace

Does your office look like the aftermath of a tornado? Do you and your staff members waste time and energy searching for notes and details? Do you know your team can accomplish more – but you just don't know how? This presentation will give you and your team specific tools and techniques to work more efficiently and effectively.

This interactive presentation will show you and your team how to create dramatic changes in the following areas:

1. Receiving, printing, and saving too much information
Learn techniques to manage the constant influx of information (both paper and electronic). Learn how to file important information, so you can quickly and easily find it when you need it.
2. Not planning your day
Find out how to choose the right calendar or planner and how to use it to maximize your effectiveness and efficiency.
3. Not emptying your in-box regularly
Understand how to stay on top of incoming mail and email, so nothing slips through the cracks.
4. Having a cluttered desk
See how to organize your desktop to reduce distractions and stay focused on the task at hand.
5. Having a poorly set up workspace
Discover how to improve your efficiency by rethinking your office setup.
6. Letting interruptions get you off track
Develop techniques to minimize interruptions – from yourself and from others.
7. Wasting time in meetings
Find out how to eliminate unnecessary meetings and maximize results from the meetings that are necessary.

The Bottom Line Upon completion of this program, attendees will be able to identify behaviors that limit their productivity and create an action plan to remedy their “sins” so they can rise above the chaos and conquer important business projects.

Each attendee will receive a comprehensive handout that can serve as a lasting reference guide on the tools and techniques covered in the presentation. You can enhance this program by including customized, hands-on sessions with individual attendees.

Length: 2½ hours

Ready to identify and overcome the devilish habits in your office? Contact us now!

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