



Jessie Wolfrum Simple Touch, LLC

Jessie is passionate about helping you find focus, freedom from clutter, and fuel to follow your passions. Her experience as a professional organizer and her expertise on stress reduction make Jessie an excellent speaker for companies of any size, women's groups, community organizations, associations, and entrepreneurs.

Jessie has recently been seen on an episode of A&E's Hoarders. She is also currently writing a book based on her seminar "How to Transform Your Desk into a Powerful Workspace."

How to Create More Time in Your Day

Are your employees feeling frustration in the attempt to finish their tasks and projects on time? Do they have stress from paper chaos and uncompleted projects?

With this seminar your employees will learn:

- How to prioritize their tasks for the day and week so they can finish tasks on time
- How to set up a system for their incoming paper and emails so they can find information quickly and easily
- How to create more focus in a distraction-filled environment

How to Clear the Paper on Your Desk without Lighting a Match

If your employees are under constant threat of an avalanche from the papers stacked on their desk, this seminar is perfect to rescue them from impending chaos!

In this seminar your team will learn:

- How to have a home for all incoming papers with the right paper systems - no more piles!
- How to set up an action system so they can remember and find papers that require attention
- How to set up a filing system so they can easily navigate their folders and locate needed information

Crush Your Email Addiction

Do you feel like your email inbox rules your schedule? Take back control of your day from your inbox and learn how to use Outlook to make your schedule more simple and productive.

You will learn:

- How to control your inbox
- How to organize your incoming and long-term emails
- What tools Outlook has to offer to simplify your communication

What others say:

"You not only present information people can immediately use, but also present it in an interesting and engaging manner. Our Assistant Library Director suggested we schedule you regularly." Liz Hawkins, Reference Librarian and Program Coordinator at Everett Public Library

"I have to write to tell you what an impact your class made on me. For years I have thought I must be 'doing it' wrong. Just hearing you say 'one must keep up on the process' has given me 'permission' to make time for daily upkeep. I can't thank you enough for this. I am flourishing in the success I am having. Thank you again!!" PTA Treasurer and leader of multiple community groups for children

If you are ready to start living in a less stressful and more fulfilling way, please contact Jessie today. She can prepare her presentation to fit your organization's needs so your team can begin functioning with more productivity, efficiency, effectiveness, and enthusiasm.

Jessie Wolfrum, Organizing Expert & Speaker

2525 Broadway #4007, Everett, WA 98201

(425) 374-2541 Jessie.Wolfrum@MySimpleTouch.com www.MySimpleTouch.com