



Easy Organizing for Busy People

Seminars and Workshops Offered by Jessie Wolfrum, Organizing Expert & Speaker

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 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
- How to incorporate your email into your Outlook calendar and tasks

Navigate & Tame Your Paper Jungle

If every flat surface of your workspace is covered in paper, you constantly complete tasks behind schedule and you dread checking your mailbox, this class is perfect for you!

You will learn:

- How to set up an effective inbox and outbox system
- How to simplify correspondence between you and your “Big Three”
- How to store documentation for current projects
- Where to keep information for reference
- How to approach long-term storage of information

From Stress to Success: Seven Powerful Steps to Creating a Rewarding Life

Now is the perfect time for you to find more joy, peace, and gratitude in every moment! Reignite your members’ motivation to manifest prosperity and happiness in the workplace and at home.

Your group will learn how to:

- Build a life around your passions and dreams
- Create balance
- Improve your self-care to support a healthy lifestyle
- Make time for loved ones
- Cultivate more gratitude and appreciation

Feeling stressed and overwhelmed takes the enjoyment out of living. This message is the perfect recipe for creating a more fulfilling lifestyle.

Easy Organizing for Busy People

Have you ever put off starting an organizing project because it was too overwhelming and you didn't know where to begin? I would love to share with you and the members of your association how simple and enjoyable the organizing process can be.

If your group is ready to reap the rewards of an organized home or office that serves their needs, then Easy Organizing for Busy People is perfect to help them reach that goal!

You will learn:

- A simple and easy approach that works with organizing projects of any size
- Questions to help you in deciding what to keep and what to let go
- Guidelines to choosing the proper container for your needs
- Resources to additional container and storage options
- Tools and tips to maintain your focus and progress during your organizing sessions

You will leave this high-energy and informative workshop ready to tackle your organizing challenges!

Conquer Your Paper Chaos

If you have piles of paper growing on your kitchen counter, dining room table, and the top of your desk and you don't know where to even begin, then this class is perfect for you!

In this one hour class, we will cover:

- How to set up an action system for incoming paper
- What papers you need to keep and for how long
- How to set up a (nearly) self-purging paper system
- Which containers will serve your needs best

Clear Your Clutter and Reclaim Your Space

Do you feel like you are suffering from "stuff-ication?" Does your clutter multiply overnight? Are you overwhelmed by all the little things begging for your attention?

It's time to clear the clutter from your home and office and take back your life and energy from your stuff!

During this class, we will cover:

- How to identify your clutter
- How to let go of clutter
- How to keep clutter from taking over again!

Transform Your Ordinary Desk into a Powerful Workspace

This workshop is wonderful for anyone who experiences:

- Frustration in attempting to finish tasks on time
- Stress from paper chaos
- Neck, shoulder, low back, or hip pain after spending hours at a desk
- Confusion in how to prioritize tasks
- Loss of focus throughout the workday

With many companies in the process of giving more responsibilities to fewer employees, it is critical to have a workspace that supports you in completing all of your tasks on time.

You will learn:

- How to prioritize your tasks for the day and week
- How to set up a system for your incoming paper and emails
- How to choose office equipment that will fit your body's needs
- How to create an environment that fosters good focus and productivity
- How to take care of your body throughout the work day

It is time to stop living deadline to deadline and to evolve your office into a tool that supports your success!