



# LEE ANN KLEINFELTER

## PRODUCTIVITY COACH

*speaks about*

## Three Critical Components to stay organized!

### *The Disorganization Quiz*

- ✓ You set up a organization system but it doesn't work and you can't figure out why
- ✓ Searching for files and data takes up too much time.
- ✓ Replacing "lost" supplies increases expenses.
- ✓ Your task list gets longer, not shorter

*"Yes" answers indicate you want to be organized – and that you notice how disorganization effects your time and budget. What if you found a system that works for you .....?*

You want to be organized, you've tried to be organized, you've read books on being organized. Why can't you *stay* organized?

Lee Ann can tell how to *get* organized and *remain* organized. In her presentation, Lee Ann explains:

- The 80/20 rule, and how you can utilize its power
- Where to file it, how to find it
- Why your paper flow doesn't work – and how to fix it
- The 360° of your desk

Lee Ann Kleinfelter is a productivity coach who helps business people surmount chaos so they can handle each day, each task—and each interruption!—efficiently and effectively.

If you are a meeting planner, program chair, or otherwise booking speakers for events, you'll find *Get Organized – Stay Organized* is ideal for a business audience. Lee Ann can tailor this talk from 30 minutes to a 3 hour presentation.



Lee Ann Kleinfelter

**925-360-5015**

LeeAnn@KeepingOrder.com

*Lee Ann Kleinfelter, owner of Keeping Order, is an expert in personalizing time-saving strategies for executives and business leaders. She is a member of the National Association of Professional Organizers and a certified "Eyes of a Stranger" assessment consultant.*