

SAVING YOU MONEY

SAVING YOU SPACE

SAVING YOU TIME

TRAINING

We will EMPOWER you to achieve your goals

Give your employees the very best training for getting their office, papers, systems, and time organized.

The Clear & SIMPLE™ Systems

Studies show that only 12% of the population is born with the natural ability to organize, which means the skill of organizing needs to be taught to the majority of the population. The Clear & SIMPLE™ Systems do just that. They will give your employees a step-by-step process that they can apply to their workspace, projects, and life to improve organization. By giving your employees training on the Clear & SIMPLE™ Systems, you are setting them up for success!

Paper & Email Management

If you walk around the office and look at each employee's desk, is there a trend of paper clutter piled on desktops? Despite our technology-based society, paper continues to be an area that the majority of the population struggles with. Piles of unorganized paper can mean hours of wasted time at the workplace each week. To improve employee productivity, give them an in-depth training seminar on how to create an effective paper flow within their workspace. This training will also support computer organization and productivity.

Productivity & Time Management

If everyone gets the same amount of time in a day, why is it that most people complain about not having enough of it? Providing comprehensive training to your employees on how to effectively manage their time each day, week, and month can greatly improve the overall productivity of your company. We can instruct them on how to take responsibility for how they utilize their time and teach them how to use it in the most effective way.



INTERESTED?

LUNCH N' LEARN



3 HOUR



FULL DAY

We would love to talk with you about these trainings and customize one to fit your needs. We look forward to working with you. All trainings are taught by Marla Dee, President of Clear & SIMPLE, Creator of the Clear & SIMPLE Systems, and author of "Get Organized, the Clear & SIMPLE Way –or- Donna Harper, Senior Associate, Clear & SIMPLE Certified™ Trainer.



CLICK OR CALL

www.clearsimple.com

801.463.9090