

# Stacks, Piles & Files

## How to clean up your workspace

A Power Lunch Presentation

**The problem ...** the average office worker wastes 4.3 hours per week searching for paper, which increases stress and reduces concentration and creative thinking.

You could be losing up to an hour of productivity every single day searching for missing information!

A disorganized desk leads to misplaced documents, lost information and increased stress.

It also impacts how people view you – your co-workers are judging you based on how clean or dirty you keep your workspace. Yikes.

**The solution ...** a workshop designed to help you clean up your office space, your paper files and your digital files, so that you can manage the incoming stuff and stay on top of it all.

### Here's what you'll learn ...

- 🌀 How to reduce the amount of information you keep
- 🌀 Easily set up a file system to manage all of your documents
- 🌀 Stay on top of time sensitive documents and projects
- 🌀 Finally clear off that desktop
- 🌀 Get your digital files under control

This presentation is packed with practical tips and plenty of interactive opportunities.

For more information or to book this  
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