



# Make your Workplace Work for you.

Become more productive with Eliminate Chaos.®

*Increase your business productivity and peace of mind with custom organized office spaces and streamlined information systems created by the Specialists at Eliminate Chaos.*

## Paper Flow and Information Management

Efficient, easily maintained workflow systems put you in control of your information needs. Eliminate Chaos can . . .

- De-clutter paper files – helping you decide which can be stored, scanned, shred or recycled.
- Produce logical, user friendly paper-management systems to ensure information is organized and easily retrievable.
- Create a procedure manual detailing your workflow systems.
- Consult with you to provide custom systems tailored to your business.
- Train staff on how to maintain the systems.

**The result: Everyone can quickly find documents and return them to the correct location when finished. No more wasting time searching for misplaced documents, or—worse yet— spending time recreating lost ones.**

## Workspace Organization and Space Planning

We can design an efficient, comfortable workspace so the office can support internal working relationships and optimize workflow.

- Clear the clutter, so you can focus on your business.
- Organize storage areas, mailrooms, computer rooms, individual office spaces—any workspaces—into efficient, attractive areas.
- Redesign the existing floor plan to make the best use of space and furnishings.
- Consult on the purchase of new storage systems, office furniture and supplies that will make a workspace more organized and efficient.

**The result: Inviting, workable spaces that make everyone's office more productive, supported and in control.**

### Don't waste another minute!

Call Eliminate Chaos to discuss how a more efficient and supportive working environment can help you and your company be more productive and profitable. Our hands-on approach guarantees immediate results.

## Getting the Most from Technology

Design streamlined, logical systems for creating, using, storing and retrieving information with today's technologies. Whether it's establishing departmental or company-wide systems or working one-on-one with overwhelmed employees, we can find solutions to your most frustrating productivity challenges. We can help you . . .

- Create a systems structure that supports quick and easy file retrieval.
- Establish naming convention guidelines for how documents are named and stored.
- Achieve "version control" to ensure that the most recent version of a document is the one being used and that corrections and revisions are never lost or overlooked.
- Organize email inboxes and folders to keep them current.
- Fully utilize the planning and organizing features of Microsoft Outlook to better manage your daily activities.

**The result: You work smarter and save time and energy.**

## Productivity Assessments

Our Specialists can work one-on-one with your employees to assess strengths and weaknesses in all areas of organization. After observing and studying the employee, we provide personalized advice and action plans to improve the problem areas.

**The result: A grateful, more valuable employee and an appreciative boss!**

## Time Management

Our goal? To increase your productivity and lower your stress by giving you the knowledge and tools to:

- Set priorities
- Create action plans
- Follow up
- Avoid missed appointments

**The result: You get more done during the workday and can focus more effectively on company goals.**

# Eliminate Chaos<sup>®</sup>

More time for life.®

**Take control of your business, your space, your time.™**

eliminatechaos.com | 425.670.2551 | 877.342.8592

## Our clients believe in us!

*The work Eliminate Chaos has done for us has required them to design and implement processes for projects, listen to our needs, goals and limitations and to work closely with members of our staff. We've always had complete confidence in their leadership and management. In my interactions with outside vendors, I would rank the level of service from Eliminate chaos in the top one percent. Their staff is completely dependable and reliable. They deliver what they promise on time, on budget and with a positive, uplifting attitude.*

*Eliminate Chaos has always treated our staff with respect and kindness. Laura has a special way of making us comfortable when working with her and we always have fun. They have earned our trust. The Vendors she has referred to me have always been delightful to work with. I gain two things when I work with Laura and her staff; organization and the tools and strategies to stay organized.*

**MaryPat Cheng,**  
**Netstar Communications**

# Who we are.

**Eliminate Chaos® designs and implements efficient systems that give you more time to focus on your business.**

Eliminate Chaos was founded in 2000 by Organizing-and-Productivity Consultant and award-winning entrepreneur Laura Leist. Laura is a professional speaker on office productivity topics and the author of several books, including the series *Organizing & Customizing with Microsoft Outlook*, and *Eliminate Chaos: The 10-Step Process to Organize Your Home & Life*.

The Eliminate Chaos team of Organizing Specialists brings a wide range of experience and talent to every client project, providing custom solutions to solve client's needs. With expertise in productivity consulting, business-process design, project management, time management, IT process consulting, computer risk management, application integration, space planning, and office decluttering— Eliminate Chaos can assemble the perfect team to target the nature and scope of each project.

Our clients include corporations, not-for-profits, small businesses, business executives, and individuals within the workplace.

### CONTACT US

Experience the joy of working in an organized office.  
Call us at 425.670.2551.

### ADDITIONAL SERVICES

Residential organizing and relocation services are also available. Visit us at [eliminatechaos.com](http://eliminatechaos.com) to learn more about our other organizing products and services.

### YOUR INVESTMENT

Each project is highly individual, and fees are billed by the hour and vary depending on the Specialist. Please call us to discuss the size and scope of your project.



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