

Reclaim control of your office...your time...and your life!



GOAL!™ Get Organized At Last!

PRODUCTIVITY FOR PROFESSIONALS

"I've taken lots of workshops on lots of different subjects, and this is far and away the very best. SIMPLE, easily implemented and sensible!"

– Executive Director, County Task Force

WORKSHOPS, SPEAKING AND SERVICES

GOAL! GET ORGANIZED AT LAST WORKSHOP

Full or half-day sessions are available and include a customized agenda of topics. For example:

- Eliminate clutter and streamline your environment
- Banish piles of paper
- Manage e-mail and electronic information efficiently
- Prioritize your work so that you are always working on what is most important
- Increase your ability to focus and minimize mental clutter
- Learn Outlook tips and tricks to make life easier
- Recognize and learn how to change self-defeating behaviors that undermine productivity
- Change your habits so that you can stay organized
- Match your calendar with your priorities
- Master strategies to make meetings work
- Learn simple and effective Project Management techniques
- Create a reputation for following up, and following through!
- Reduce stress related to disorganization

MATERIALS: Each participant receives a GOAL! Program Kit which includes class exercises, resource recommendations, reminder poster, and CD with tools, forms and labels.

LUNCH & LEARNS, BREAK-OUT SESSIONS and KEYNOTES

Schedule a motivational and informative 45-minute presentation for your staff luncheon, meeting break-out session, or business conference keynote. Topics around productivity and organization will be tailored to client preferences and meeting theme.

IMPLEMENTATION DAY: Achieve Your GOAL!

For GOAL! Workshop Attendees – Following the workshop, schedule an *Implementation Day* to help your employees immediately apply what they have learned in class. During these individualized follow-up coaching sessions, this powerful process encourages follow-through, and bridges the gap between learning the concepts and actually putting them into action at work.

EXECUTIVE LAUNCH: Individualized Coaching

A GOAL! Workshop For One – Teaches all of the workshop concepts, but in your own office and on your own schedule. Principles are conveyed while de-cluttering, organizing and streamlining your office, workspace, files and processes for a personalized solution.

OFFICE OVERHAUL: Organizing Services

Imagine a coach at your side, motivating and helping you while you de-clutter and organize your office. Making an appointment with us starts your commitment, and our hands-on coaching helps you cross the finish line. Clutter is removed, and your workspace and filing systems are reviewed for efficiency. Streamline your workspace and jump-start your productivity with this energizing session!

Do what is important... in less time, with less stress.



“Thank you for giving me my “life” back!”

– Director of Aviation Maintenance, Charter Aircraft Company

“I’ve been using your system for 7 months and my desk is still completely clear and my days are still very focused and organized.”

– Tina Klismith,
Regional Sales Manager
Nature’s Way - Boericke & Tafel



COMMENTS FROM WORKSHOP ATTENDEES:

“This was one of the few workshops attended that I feel has offered practical information and strategies to be applied immediately. If you follow the simple steps there is no reason not to get and stay organized and focused.”

– Talia, Workshop Attendee, Denver Public Library

“Your workshop was an inspiring, effective way for our employees to both increase their productivity and professional satisfaction. Your willingness to work extensively with me to tailor your workshop to our needs was incredibly valuable.”

– Sandra Smith, Training Manager, Denver Public Library

“I’ve taken lots of workshops on lots of different subjects, and this is far and away the very best. SIMPLE, easily implemented and sensible!”

– Executive Director, County Task Force

“I am a self-employed CPA with a busy practice – a confessed former stacker. Jan ... helped me to regain control of my office and my work schedule. I would highly recommend her system to anyone. It is beautiful in its simplicity.”

– Mary Flanigen Smith, CPA



Jan Keller is a productivity expert who is passionate about helping business professionals not only get organized, but stay organized - freeing them from their overwhelming piles of paper, onslaughts of e-mails and out-of-control to-do lists.

As founder and president of JTK Training and Consulting, Jan provides expert assistance to help individuals and corporations do what is truly important, in less time with less stress.

With over 20 years of corporate and entrepreneurial business experience, Jan is a member of the National Association of Professional Organizers (NAPO), and is a contributing author for the book *Exploring Productivity*.

With humor and a down-to-earth delivery style, Jan teaches workshops, training sessions, and Lunch & Learns to supplement your training program and motivate your employees. She conveys simple, easy-to-implement organizing principles and techniques that work in the real world. Her training sessions are energizing, educational and motivational.

“This was the best class I have ever taken as an adult. It benefits me personally and professionally.”

– Teresa Jones, Executive Assistant,
Sierra Nevada Corporation

GOAL![™]
Get Organized At Last!