



Professional Development Seminars

Presented by Becky Esker, Get Organized! LLC

www.GoGetOrganizedNow.com ~ 319-395-7477 ~ becky@getorganizedcr.com

Thanks for perusing our menu of seminars offered. All of these seminars provide motivation and information for building the skills necessary for improved efficiency, effectiveness and productivity. I have presented many of these seminars on both the local and national level.

If you have not already done so, please check out my biography at www.getorganizedcr.com/pdf/EskerBio3-09.pdf

All of our seminars can be tailored to subject and length. They are great for Lunch 'n Learns, ½ day or full day workshops. If there is a topic you like but don't see it here, just let me know. We can prepare any workshop to meet your needs.

Thanks,

Becky Esker
Professional Organizer, Author, Speaker and Coach

MENU OF SEMINARS

I. Course Title: The Organized Professional

Target Audience: All employees in an organization

Course Instructor: Becky Esker

Course Description/Goal: Do you seem to be spinning your wheels and not sure what you really accomplished during the day? Tired of not being able to find things when you need them? Organization can save you time, energy and money. This workshop focuses on skill building for efficiently organizing your workspace, managing the paper clutter, weeding & purging and staying on task. Completion of this course will enable the participants to recapture lost time and be more productive on a daily basis.

Upon completion of the training, attendees will be able to:

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Learning Objective #1: Identify the benefits of being organized and how it impacts an individual both personally and professionally.

Learning Objective #2: Discover the requirements necessary for getting and staying organized and successfully demonstrate the efficient physical setup of workspace/desk area.

Learning Objective #3: Improve efficiency through daily planning.

II. Course Title: Combating the Four Common Time Wasters

Target Audience: All employees in an organization

Course Instructor: Becky Esker

Course Description/Goal: Are you constantly being interrupted at work? Having a difficult time juggling your email, voicemail and inbox? Do you often put things off until later? In this workshop, we tackle how to deal with Disorganization, Procrastination, Unwanted Visitors & Incoming Communications of: email, voicemail, and postal mail.

Upon completion of the training, attendees will be able to:

Learning Objective #1: Identify what it means to be organized and how to get there.

Learning Objective #2: Recognize the four common time wasters and discuss specific ideas for combating them.

Learning Objective #3: Increase daily productivity by implementing strategies presented.

III. Course Title: Effective Email Management Strategies

Target Audience: All employees in an organization

Course Instructor: Becky Esker

Course Description/Goal: Do you spend too much time on e-mail? Does sorting through your inbox consume valuable hours of your day? Do you have way too many messages in your inbox? This program provides strategies, tips and ideas for reducing e-mail volume, improving quality, organizing e-mail and coaching others about the same.
This session will:

- cover how you benefit from an organized email system
- define the cost of time and lost productivity due to an unorganized system

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- identify strategies for reducing e-mail volume by 20% and improving quality by 50%
- provide interactive exercises and discussion on creating clear, concise, and understandable e-mails
- provide explanations and understanding of general organization of e-mail messages, creation of categories and filing electronic folders
- discover how to coach others to send you easier to read e-mails
- increase daily productivity and reduce stress by implementing strategies presented

Electronic mail or e-mail has become the number one form of communication in the world. Because of the convenience and the paper trail it provides, email messages are increasing exponentially. For instance, the average U. S. Internet user received 40 commercial emails in 1999, but was deluged by 1,600 in 2005 according to Jupiter Communications, an e-commerce analysis firm.

There is no question that we have become a society of information overload. While e-mail can be a valuable tool, it must be understood and used appropriately. The lack of or failure of an organized system for responding to and handling e-mail messages will cause not only frustration but also lost productivity. This seminar will provide valuable professional development information that you can take back to the office and put in place immediately.

IV. Course Title: The Corporate Athlete

Target Audience: All employees in an organization

Course Instructor: Becky Esker

Course Description/Goal: Looking for ways to stay energized during the workday? Wanting some simple tips on living healthy on a busy schedule? Are the physical and mental demands of your job overwhelming? If so, this workshop is for you. Join us and discover a more productive, efficient and healthier work environment.

Upon completion of the training, attendees will be able to:

Learning Objective #1: Recognize stress overload and what to do about it.

Learning Objective #2: Identify when, how and why it is necessary to refuel your body throughout the workday.

Learning Objective #3: Compare and contrast the demands on corporate employees to those of professional athletes and why it is crucial to train like a corporate athlete through mental attitude, nutrition and exercise.

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V. Course Title: Motivating Employees

Target Audience: Human Resource Managers and Directors, Office Managers, Office Administrators, Managerial Staff and Business Owners.

Course Instructor: Becky Esker

Course Description/Goal: Are you looking to increase company morale? Need some fresh ideas for motivating your employees? Money is not the only motivating factor. In this workshop we cover a variety of low and no cost motivators that you can start implementing right away.

Upon completion of the training, attendees will be able to:

Learning Objective #1: Define and discuss managerial goals as they relate to creating a happy and productive team.

Learning Objective #2: Demonstrate the key components necessary to be a great boss and retain employees.

Learning Objective #3: Identify ways to build self-esteem and potential through various motivational strategies.

VI. Course Title: Meeting the Demands of Your Job

Target Audience: All employees in an organization

Course Instructor: Becky Esker

Course Description/Goal: Do you find the demands of your job ever increasing? Is it difficult to stay focused? Is prioritizing your tasks daunting? This workshop will address the physical, mental and time demands of a busy schedule.

Upon completion of the training, attendees will be able to:

Learning Objective #1: Define and discuss the various time management and task management tools.

Learning Objective #2: Demonstrate the key time thieves and how to combat them.

Learning Objective #3: Apply a hands-on "Time-Value Test" to determine the value of the time spent on various activities. This will be the blue-print for prioritizing tasks.