



Seminar Series

Residential Series:

Attack the Stack: Organizing Your Paperwork

Paper can overwhelm your desk and counter space, creating mental stress and chaos. In Attack the Stack, you'll learn how to:

- Reduce the amount of paperwork you touch, process and keep
- Apply easy strategies to address daily mail and paper stacks
- Create a streamlined filing system for home, work or both
- Use a labeler as an effective organizing tool
- Apply the concepts taught to your electronic file organizing

Armed with a labeler and file folders, you will attack the stack, creating a manageable, workable system so you can find the papers you keep. Additionally, other people will have an easier time finding your papers in your absence.

Organized and Productive: Tackle your To-Do List, Email and More

Productivity and organization go hand in hand. Whether your desk is covered with Post-it notes or your email in-box is constantly maxed out, your productivity can be positively influenced by new organization behaviors.

- Transform your To-Do list items to done
- Learn to prioritize your tasks
- Find your action papers when you need them
- Get caught up on your reading material
- Learn the secret to getting things done promptly
- Spend less time on email

After applying your new skills, you will find more time in your day and more satisfaction in your accomplishments.

Who's In Charge...You or Your Stuff?

It's time to think differently about the stuff you've been collecting and accumulating over the years. You'll think twice about what items you bring into your home and what is truly important to your life.

You'll learn the true cost of clutter and how to:

- Decide what to keep and what to part with
- Change habits that can change your life
- Organize any room in your home with confidence
- Ask our Five Key Questions before keeping something

You'll leave class motivated and armed with new ways to deal with clutter.

Think Inside the Box: Organizing Your Home

Your home is the hub of your life. Whether entertaining or relaxing, your home should be a haven—not a headache. In this practical seminar, you'll discover how to:

- Organize items in your home for maximum efficiency
- Utilize a labeler as an organization tool
- Keep your kitchen functional
- Catalog your recipes and coupons
- Create a calm oasis in your master bedroom
- Tame your clothes closet
- Organize your jewelry
- Perfect a time-saving bathroom routine

Your home will never be the same again—and you'll love it!

Mindful Home Organizing: Take the First Step

Getting organized can be a confidence booster, but emotions and personality traits need to be reassessed first, before attacking the physical clutter, we'll address emotional issues and learn some strategies for getting organized and staying organized.

Break-free from clutter and learn to:

- Let go of perfectionism, which holds you back
- Stop procrastination and start organizing
- Work against hoarding tendencies
- Apply specific strategies for your ADHD loved ones
- Let go of guilt over your deceased loved one's items
- Take advantage of checklists so you 'remember'

Learning these life skills will help anyone break previous habits and feel more calm and in control. Take the first steps to create a simpler, happier life.

Super Systems: Organizing for a Stress-free Life

An organized life is more than a well-organized living space. Clutter and chaos creeps into our cars, our hobbies and even our purses. Learn to tame these disorganized pitfalls with these practical and doable organization systems. You will learn how to:

- Keep your car uncluttered
- Important safety tips
- Purge and organize your garage
- Workshop storage ideas
- Sort and organize your craft supplies
- Perfect your purse so it's no longer a black hole
- Men, learn how to tame your wallet
- Stop the linen closet madness
- Secure your important documents

After utilizing these Super Systems, you will feel more in control of all aspects of your life, inside and outside of your home.

Master the Mess: Get Organized Now

Learn how to master the clutter in your home by monitoring what you bring in, while also gaining new strategies that will help manage your collections and memorabilia.

- Monitor what you allow into your home
- Take steps to break your shopping habit
- Give and ask for clutter-free gifts
- Organize your hard copy photos
- Collections: enjoyment or habit
- Motivate family members to get organized
- Find good homes for the items you part with

These valuable tips will help you learn on how to keep yourself and your family motivated to Master the Mess in your homes and lives.

Senior Solutions: Organize Your Home Sweet Home

The older we get, the more we find ourselves buried in decades worth of papers, household items, gifts and sentimental belongings. Discover how to cut your clutter and focus on the important things with this seminar designed for seniors.

You'll learn to organize your important belongings and how to:

- Make decisions on what to keep and what to part with
- Keep your home safe by addressing health and safety issues
- Ask our decision-making questions as you sort through your items
- Make it easy for family to find your belongings in an emergency
- Surround yourself with things you love and treasure

Whether you are downsizing or planning for a simpler future, this seminar focuses on the important things in your life: family, friends, health, peace of mind and cherished memories.

Organizing Solutions for Parents

Join professional organizer and mother of five, Lori Firsdon, for this organizing class packed with practical tips for the entire family.

- Tackle hot spots, such as the kid's rooms and their closets
- Have a system for managing the laundry
- Learn to delegate and tackle chores routinely
- Preserving photos and special memories

This class is essential for any parent, from toddlers to teens. The skills and responsibilities you share with your children now will serve them for the years to come.

Students Get Organized: Student Success and Parent Survival - The School Years

Program is designed for parents and children (ages 10 and up) to attend together, although parents are welcome to attend alone.

Success in school starts at home. You are your child's first and most important teacher. Learn skills which will support them through their school years as well as teach them successful organization strategies on a personal level. Learn skills to:

- Kids room is where it starts
- Effectively manage school papers and reminders
- Use a labeler to keep track of school supplies and customize class projects
- Organize lockers and back packs so books and supplies can be located quickly
- Establish good homework habits
- Get out the door efficiently with morning routine strategies

Parent, child and teacher will see the difference in a well-organized approach to school work. The life-long skills will follow your child from preschool to college, setting the stage for success.

Business Series:

Workspace Rescue: The Organized Office

Turn your office space into a productive oasis instead of a stressful, clutter-strewn mess. You'll learn to reclaim your space and utilize your newly functional office. Most importantly, you'll learn strategies to keep your office organized and well-tuned.

- Rescue your desktop and workspace from unnecessary clutter
- Organize your office play-by-play
- Ask our Five (5) Key Questions when deciding what to keep
- Learn to apply the Take 2 Rule for immediate results
- Transform your car into a productive partner
- Get caught up on your reading material

Whether you're working from home or in a corporate setting, you'll learn how to organize your office and keep it functional and efficient at all times.

Piles to Files: Organizing Your Office Paperwork

Don't let paper push you around anymore. Instead learn to identify, sort and file your paper piles. In this practical seminar, you'll learn how to:

- Apply simple strategies to address your daily mail
- Attack your paper stacks with confidence
- Reduce the paper you process and keep
- Streamline your filing system and find documents fast
- Locate your active papers quickly and efficiently
- Manage your To-Do list effectively
- Create tickler files so you never forget important items

With all the helpful systems in place, you will see less paper clutter, locate the papers you do need, and create a workable To-Do list procedure. Don't let paper dominate your day any longer...push back!

Take Control of Your Workday

Corral your unruly workday by implementing new systems and changing old habits. You'll learn how to call the shots from your restructured office, including how to:

- Eliminate distractions and interruptions you can control
- Systemize and minimize your email process
- Streamline meetings for maximum productivity
- Delegate to others so you can maximize your time
- Encourage your staff to get organized and become an efficient team

Regardless of your career path, you'll leave with new ideas applicable for today's work environment.

Customize Your Seminar

Forte seminars can be tailored to meet the needs of your audience. Contact us today to discuss a program that is right for you. Visit Forteorganizers.com to fill out our short questionnaire and give us details about your upcoming event.