



Program Topics

Addressing the organizational challenges the audience faces is the key to a successful presentation. We can customize our programs using topics you choose from the list below or we can create a presentation based on information you provide about group wide challenges.

We work with clients in their homes and offices on a regular basis. The program list below is based on our experience in solving their needs. Many of the topics can be used at home or at the office, making the topics ideal for mixed audiences.

- **Desktop/Workspace Use** – Learn key organizing tips to stop using your desktop for storage and get it back to a functional place where you can actively work on your projects.
- **Prime Areas** – Learn the value of a proper office layout that will allow you to retrieve most commonly used items fast while taking fewer steps.
- **Managing E-Mail** – Learn tactics to help reduce unproductive time spent with e-mail.
- **Handling Interruptions** – Look beyond the obvious when it comes to identifying and eliminating unnecessary interruptions. Learn how you may be inviting people to interrupt your work day.
- **Meetings** – We'll teach your team how to better manage meetings, which can impact all in attendance.
- **Filing by Categories** – Filing made easy, when you learn logical ways to categorize your filing. Find a place for all the paper stacked on your desk.
- **To-Do Lists** – Manage your tasks and feel less-stressed when you tackle your to-do-list with efficiency.
- **Take Two Rule** – Making this simple lifestyle change will help you get more accomplished in your day and others will notice.
- **Managing Action Papers** – Develop an efficient storage and retrieval system for papers requiring action by you. You'll know where paperwork is when you need it.
- **Reduce Paperwork** – Stop the paper before it gets into your home with these proven resources.
- **Living In Your Season** – A motivational topic to get you thinking about why you save what you do and how all that 'stuff' might be keeping you from reaching your life goals.



- **Five (5) Key Questions** – Asking yourself these simple five questions will help you de-clutter your space in no time.
- **Monitor What You Bring In** – Learn key ways to monitor and control the items you allow into your life.
- **Delegation** – Delegating to others makes them more responsible and valuable. Learn key ways to start delegating and how it can increase the time you have in your day.
- **Organizing a Room/Office, Play by Play** – You'll know how to organize any room in your home or your office after getting step-by-step instructions which are easy to follow.
- **Motivating Others to Get Organized** – So you're organized, but your partner, child, co-worker is not. Learn ways to get them on board.
- **Organizing Your Purse** – Often, it's your most used item of the day. The title says it all.
- **Clutter-Free Gift Giving** – We share ideas on what to give others that won't clutter their spaces.
- **Organizing for Parents** – Organizing tips on how you can better manage your children and how they can better manage themselves. As a mother of five, this class is taught from real-world experience.

Visit our client review page at [ForteOrganizers.com](https://www.forteorganizers.com) to see what audience members have to say about our programs.