

“Has Anyone Seen My Desk?”

Speaking

- Would you like to increase productivity by 10% to 25% the first day after implementation of processes?
- Would you like to decrease stress and anxiety affecting yourself and your staff?
- Would you like to eliminate distracting clutter and stacks of paper?
- Would you like to improve employees' abilities to follow through on assignments?
- Would you like to enhance focus in order to recover more quickly from interruptions?
- Would you like to create effective schedules that produce more work in less time?

Speaking Topics

Managing your daily work flow
Calculating the cost of clutter
Creating effective schedules
Juggling multiple activities
Controlling interruptions
Limiting multitasking
Finding a balance



Denise Landers is the author of *Destination: Organization, A Week by Week Journey*, and the owner of Key Organization Systems, Inc. As a productivity trainer and organizing specialist, with a Master of Education degree in Counseling and Human Services from Boston University, Denise has spent years speaking, training, consulting, and coaching on the topics of time management and effective work flow. She has been on the NBC Nightly News as their Productivity Expert, and her articles appear regularly in several magazines.

Testimonials

“Your presentation was very informative and we now have the tools and tips necessary to become a better organized group. Everyone present walked away with the motivation to tackle disorganization and with initiative to better utilize time and work space.”

Leadership Section, INTERNAL REVENUE SERVICE

“I wanted to let you know how grateful I am to have an office that is now 100% efficient, organized and looking great! Thanks to your seminar for our University, I have become the center of attention. regarding the transformation of my office!”

Planning & Engineering, UNIVERSITY OF TEXAS

Training

Consulting



Clients

Hitachi
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Apache Corporation
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Contact

Key Organization Systems, Inc.
www.KeyOrganization.com
DLanders@KeyOrganization.com
281-397-0015