

Business Organizing Services

Simplify for Life offers a wide range of organizing services to help clients save time, increase productivity, reduce stress and by becoming more organized, work more effectively.

With our extensive organizational experience and project management knowledge, we can fulfill your business organizing needs.



You will gain control of your work space with an organized office designed for the way you work.

Benefits

Gain Time—Research demonstrates that most workers waste an hour a day looking for things or trying to remember something that needs to be done. Getting organized will give you this hour back and then some.

Increase Productivity—Our physical space can influence how we think, feel and work. Our environment impacts us psychologically and it has been proven that if a person's space is organized the person will feel more content and be able to think more clearly.

Be In Control—Know what you have to do so that you can structure your work day effectively. When you are in control of your work tasks and projects, you can plan and prioritize with confidence so that your work gets accomplished to your standards in a timely manner. Getting organized helps you gain control.

Organizing Services

- We begin with a consultation to determine the scope of the client's needs.
- We utilize an assessment survey to identify what kind of organizing is needed – e.g. desktop, paper/electronic files, systems process review or general office physical space organizing.
- We develop an organization plan based on each client's individual needs.

A professionally organized office...



Simplify for Life

1. increases productivity and efficiency.
2. functions better so you do too.
3. has enormous psychological value.
4. provides more time and isn't that what we all want?

Maximize your potential and achieve the results you desire with the assistance of a professional organizer.

Contact Karen Gardiner to discuss your organizing plans and desired outcomes. 703 772-0127
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Member of the National Association of Professional Organizers (NAPO) and the local chapter, DC-NAPO.