



Make the most of your time, energy & money Being Organized, Productivity and Focused

S O S

Simple Organizing System Business Assessment - \$275

The purpose of the Office Assessment is to help us gain a better understanding of your company and personal goals, identify the stumbling blocks you are experiencing, and identify the resources you have or need to reach the results you desire. The meeting will include a tour of your office and existing systems. Including paper management systems, paper flow and present filing systems.

- Complete confidentiality
- Customized and creative problem solving and consultation
- Identify weak areas in systems and process presently in place
- Employee will take notice that the company is interested in making the systems work for everyone involved. To reduce stress and frustrations
- Receive a SOS Environment game plan -- a specific plan of action specifically tailored to your situation. (Verbal or written) in which you can implement yourself or On Point Solutions, LLC can facilitate the process.

S O S Office Day

Simple Organizing System Office Day - \$1,500 software separate

Office files clean out Day for the company or a department

A File cleanout day is a key activity in moving an office to a productive environment. Office SOS Day can be part of a total productivity solution or a stand-alone service.

In the past, most companies had central filing systems. Those days are gone. Now companies can create and maintain a Centrally-Understood Filing System™ that current and future employees can understand and use.

- Increase employee retention
- Reduce stress and frustration
- Employees all on same page – eliminate multiple copies of same info
- Saves Time, Space and Money
- Increase bottom line
- This is a great service for a company that is preparing to move its office.
- It's the one time to address every physical item in the office. Research shows that 80% of what we keep we never use, so there will be a reduction in moving costs and a faster to return to "normal" after move.

Call On Point Solutions Today to schedule your SOS Day 636-717-6588 or contact cathy@onpointsolutionsllc.com for more information.

Personalized
S O S Day
Simple Organizing System

Individual Service - One person-One Office- \$1,250 (\$1,580 value)

Select your tools and processes

Obstacles identified and eliminated

Support and maintain your success.

It is all about *You* and *Your* success!

- Complete confidentiality
- Customized and creative problem solving and consultation
- Develop a specific plan of action specifically tailored to your situation.
- On site, hands on organizing (2 On Point team members 6 hrs each) one day.
- General used software, kits, and materials *included*
 1. **One** copy of Paper Tiger Software
 2. One set of GO System implementation files
 3. Includes one seat in our next open enrollment GO Seminar
 4. 2 – ½hr follow-up phone support sessions

By developing a simple, effective organizing system that works for you, you can

- Un-complicate your daily routine and eliminate stress.
- Become more focus, organized and productive
- Have more time for the things you love.
- These are real-world solutions guaranteed to end clutter, complexity, and chaos in your life.
- **IT REALLY IS THAT SIMPLE!**

We begin organizing your desk! Sound scary? Well, isn't that where you put your most important paper? You handle and describe the papers on top of your desk while we enter the information and file the papers. Then we move to the floor. The next day you will return to your office and you will be able to find anything we filed in seconds:

Mini S O S #1
Simple Organizing System
Individual Service - \$750 – (\$1,025 value)

Mini version of SOS above – includes everything above except 2 team member hours reduced to 3 hours (6hrs total) and follow up session 1 - ½ hr phone follow up support session.

SOS
Simple Organizing System
Training & Consulting Packages
By Phone or On Site - \$120 per hour

Stay on track with personal consulting to help you with your individual needs on an on going basis, weekly, bi-weekly or monthly basis. Support, maintenance and accountability partnership can help you make the most of your time, energy and money.

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Group

In house training or attend an open enrollment

Go System – Get Organized

Productivity Training 2 ½ - 3 hours

\$225.00* per person

Staying organized is no longer a luxury...it's a matter of survival!

Don't just tell people to get more organized, provide them with a simple and highly effective system that shows them exactly how to do it.

Don't allow your employees, customers and profits to get lost in the shuffle and confusion of a disorganized, cluttered work environment. End the frustrations of trying to lead and manage a group of overworked, overwhelmed and over loaded employees.

The **GO System** is a proven, step-by-step process that can help you become more **focused, organized** and **productive**.

The **GO System** is a training course that includes extremely **simple, powerful** and **practical tips** to help people improve in the six areas that cause chaos and disorganization in an office environment. **You and your staff will:**

- **Improve ability to focus and concentrate**
- **Enjoy more control over workload**
- **Realize a measurable ROI**
- **Learn quick prioritization of incoming items**
- **Staff on the same page – using the same system for organizing work and establishing priorities**
- **Project the right image to customers and employees**
- **Increase contributions to the organization's bottom line**

The system is easy to understand, easy to implement and easy to maintain.

Bonus: Get started kit and Get Organized Book (166 pgs.) by Chris Crouch 10% - 25% Increase in productivity next day after implementation

Call On Point Solutions Today to schedule your **GO Seminar** today: 636-717-6588 or contact cathy@onpointsolutionsllc.com for more information.

Group

In house training or attend an open enrollment

Info – Excellence Email Efficiency Training

Productivity Training 2 ½ - 3 hours

\$225.00* per person

For any business person, team, or organization that uses email. Live and virtual options available. Info-Excellence is a highly interactive 3-4 hour workshop consisting of two 90 minute modules: *Email Efficiency & Etiquette* and *File & Find It Fast*. Recommended class size is 15-30 participants.

MODULE 1: EMAIL EFFICIENCY & ETIQUETTE: You'll experience interactive and motivating exercises that will forever change the way you leverage email. You'll discover how to:

- Save 15 days a year by sending and receiving 20% fewer emails
- Craft clear, concise, and legally appropriate email
- Select the right communication channel for the job (email, phone, IM, etc.)
- De-clutter your jammed inbox
- Effectively share best practices with colleagues

MODULE 2: FILE & FIND IT FAST:

Discover techniques that help you create an orderly and effective storage system. Find all of your email and info in a flash. Learn:

- Five critical information storage secrets for storing electronic and hard copy documents
- How to better label and prioritize email for rapid retrieval
- Technology tips that speed access to your information
- How to store website info more effectively
- Techniques for improving shared storage sites
- Strategies that reduce 'over the limit' inbox warnings

Benefits:

- Proven to save 15 days a year per participant
- Write better messages to colleagues and clients
- Help others send you clear, concise, and actionable email
- Reduce liability and cost of stored information
- Plan, respond, innovate, decide, and execute faster when you have the right info at the right time

Your Next Step:

Contact On Point Solutions today: 636-717-6588 or cathy@onpointsolutionsllc.com

* Sign up for both seminars (GO and Info Excellence) attend both for 375.00